

**MINUTES OF THE 2019 ANNUAL MEETING OF MEMBERS
TERRACES ON MEMORIAL HOMEOWNERS ASSOCIATION, INC.
TUESDAY, MARCH 5**

The 2019 Annual Meeting of Members of the Terraces on Memorial Homeowners Association, Inc. was held at 7:00 p.m. on Tuesday, March 5, 2019 at the offices of Crest Management, 17171 Park Row, Suite 310, Houston, Texas 77084.

CALL TO ORDER

A quorum was established with 56 homeowners present, either in person or by proxy. Board President Nick Kornuta called the meeting to order at 7:00 p.m.

INTRODUCTIONS

Nick Kornuta introduced the Board of Directors

- President – Nick Kornuta (Single Family Home Seat)
- Vice President/Secretary – Jodee Caceres (At Large Seat)
- Treasurer – Eric Mitchell (At Large Seat)
- Director - Chandra Rumbelow (Patio Home Seat) - Absent
- Director - Manoosh Penrose (Town Home Seat)

APPROVAL OF MINUTES

Nick Kornuta explained the Board would like to seek approval to draft Annual Meeting Minutes that accurately reflect the meeting tonight and to approve such minutes at a subsequent monthly Board meeting (most likely at March or April meeting). Allowing the Board to approve the Annual Meeting Minutes each year in this manner eliminates a 12-month delay in completing the process at the next Annual Meeting when it is difficult for anyone to recall what took place a year ago. After such Board approval, the Annual Meeting Minutes will be posted to the community web site. A motion was made, seconded and unanimously agreed the Board will review and approve the 2019 Annual Meeting Minutes at a subsequent Board of Directors Meeting and post such approved Meeting Minutes on the community website.

A motion was made to approve the March 5, 2019 annual Meeting minutes, seconded and unanimously approved.

ELECTION OF DIRECTORS

Nick Kornuta explained the election process for the HOA Board; there being Five (5) Board positions (one for the Single-Family Homes, one for the Patio Homes, one for the Townhomes, and two At-Large positions; with each Board position being held for a two-year term.

The floor was opened for nominations. There was one nomination from the floor, Donna Land. There was a motion made, seconded and unanimously approved to close the floor. There were three board positions open, with one incumbent seeking reelection for the Single-Family seat (Nick Kornuta), and a single candidate each for the Patio Home seat (Donna Land), and the Townhomes seat (Antoinette Beale). A motion was made, seconded and unanimously agreed by acclamation to have the three candidates serve on the Board of Directors, each will serve a two (2) year term to expire 2021.

COMMUNITY UPDATE

Nick Kornuta presented the Community Update.

Harris County Municipal District Number 407 (HCMUD 407)

- Three neighborhood homeowners continue to service on the MUD Board. (3 of 5 positions).
- MUD 407 continues to pay the garbage collection contract.
- MUD 407 continues to pay for electricity costs (via reimbursement to the HOA).

- MUD pays for the lake management contract and chemical costs (via reimbursement to the HOA).

Trash Collection Service Provider Update

- WCA Waste Corporation remains the trash collection service provider.
- Trash Collection Days are Monday and Thursday (trash and recycle day).

Landscape

- Currently in a 2-year contract with Monarch Landscape to secure the rate and to receive two new "smart irrigation controllers" as part of the contract.
- Monarch will be working with the Board to repair the turf damage caused by the brick wall construction as soon as practical.
- Landscape renovations will be completed around the entrance and the arbors at the front in 2019.

Briarhills Property Owners Association (POA)

- The contract with Briarhills POA for use of their amenities was extended through 2021
- The Board has been informed that the construction of the new facilities will be complete by the end of March, weather permitting.

Brick Wall

- The concrete wall was in serious need of repair/replacement.
- The Board determined that it was best to replace the entire wall with a new brick wall that came with a 10-year warranty, vs. only a 1-year warranty on concrete repairs for 50% more cost.
- The total cost for replacement of the failing concrete wall will be slightly over \$300,000.

Gate Cameras

- The cameras are in place, in good working order, and are under a maintenance contract with a professional camera system contractor.
- The new system did help the Board in identifying the person responsible for damage to the landscaping and gate control system, and monies were recovered.
- No major issues recently.

Gates

- The gates remain a high-maintenance asset.
- A new phone line connection was run to fix communication issues.
- Entry gate hinges have been upgraded to match the exit gate upgrade.
- Please help the Board – promptly report misuse of the gates to hoa@terracesonmemorial.org
- Encourage your guests to use the gate control box and not drive in the exit gate. Give regular services/visitors your gate code to gain entry.
- When giving out gate codes, be judicious.

ARC APPLICATION PROCESS

Nick Kornuta presented the Architectural Application and Approval process.

Per our community deed restrictions, PRIOR approval from the Terraces on Memorial Architectural Control Committee (TMARC) for **all** exterior modifications, including but not limited to: Yard/Garden (trees and shrubs), Home Exterior (windows, satellite dishes, painting) Exterior Garden Structures (ex: pergola's, pools, outdoor kitchens, patios, patio extensions).

An Application form is located on the Terraces on Memorial website.

The Architectural Committee has thirty (30) days to review an ARC application (45 days when a variance is being requested). It was explained that if the application is incomplete or requires clarification and questions from the committee, the review process timing starts over.

The resident is responsible for their contractor's activities including but not limited to damage to Common Areas – including gates, cleaning silt from gutters, concrete wash water disposal,

Always know the details of what your contractor plans before work begins.

Always inform the Architectural Committee of these details in writing and seek approval before commencing the project to avoid the possibility of costly re-do or removal of unapproved projects.

WEBSITE, HOA EMAIL DISTRIBUTION LIST, COMMUNICATION

Jodee Caceres provided updates on the HOA email distribution efforts, community website, and general communications.

Maintenance/Updating of the HOA email and contact info database list for our three communities: Single Family Homes, Patio Homes, Townhomes.

The HOA currently has a much broader coverage via e-mail than in the past. However, due to the ongoing turnover of residents (both homeowners and tenants), it is very probable that as many as two (2) dozen property owners and/or their tenants are not registered.

She asked that everyone update their email address and other contact information as needed and that everyone encourage their neighbors to provide updates to the Association when their info changes.

Homeowners should be aware that it is required per the deed restrictions for homeowners to notify Crest management and the HOA regarding tenants. Everyone registered with the HOA receives e-mail communications regarding monthly Board Meetings, Agendas and security advisories, etc.

Website Management and Monitors ToM WhatsApp Chat Group (for HOA related inquiries)

Edit/Update of the Welcome and Information Packet as needed.

The email account for communication from the Board is terracesonmemorial@gmail.com

Residents were advised not to send e-mails to above Gmail address – it is not monitored on a routine basis – intended only for sending HOA communications to residents.

Residents should send inquiries to the Board at hoa@terracesonmemorial.org

Please advise regarding new residents to: welcome@terracesonmemorial.org.

Volunteers are needed for a newsletter committee if newsletters to the community are to begin again. Anyone wishing to help should e-mail the HOA.

Crest has a website for homeowners: www.crest-management.com. Homeowners can review their annual fees, late fees and view open compliance matters. The Townhome Association homeowners are also able to access both their monthly townhome account and the account information for the master association fee information.

Jodee noted that volunteers are a much needed and necessary part of the community. If residents wish to hold community social events, or a neighborhood watch, then volunteers are critical. The five-member Board cannot do it all. Jodee explained she is hoping to plan another Easter Egg Hunt for the community children in April but it would be helpful to have someone volunteer to help and preferably become the Social Chair for this event and any others that might be of community interest.

FINANCIAL PRESENTATION

Nick Kornuta presented the financial review for 2018 approved budget versus actual 2018 expenditures. He reviewed a 2018 pie chart of expenses explaining what the Association dues pay for.

The Board noted 2019 assessment rates were not raised and the Association is in good financial shape. Nick reported the following with regard to assessment collections:

- 44% - Portion of 2019 Assessments collected by Dec 31, 2018 (on time)
- 39% - Portion of 2019 Assessments collected during Jan 2019 Grace Period
- 9% - Portion of 2019 Assessments collected during February
- 8% - Portion of 2019 Assessments remaining to be collected

Currently 2019 dues were 91% collected as of the end of February.

IMPORTANT REMINDERS

- Dogs need to be on a leash at all times (per City of Houston ordinance) and any dog waste collected and disposed of properly. There are several pet waste stations with disposal bags throughout the community. These stations are emptied weekly, however, if residents find that the stations are full, please call Crest Management or e-mail the HOA to advise.
- Cats should not be allowed to roam free. All pets, cats and dogs must be on a leash or inside your home or yard – per Deed Restrictions and City of Houston pet ordinances.
- Any and all modifications to the exterior of your home must be pre-approved by the ARC.
- Please stop at all the stop signs – not only is it the law it is the right thing to do.
- Drive slowly and carefully in our community (there are a lot of children in the neighborhood).
- The pond is for visual enjoyment only – no fishing no kayaking and please do not let your dog swim in the pond.
- Secure trash and clean-up newspaper advertisements left in your driveways – what gets to the streets finds its way to the lake.
- Please put trash curbside only after 6:00 p.m. the evening before collection. Please do not leave landscape waste at the curb for days before trash pick-up; having trash containers and yard debris on the curbs for days makes the community appear poorly maintained.
- Please help us be part of the solution. Report any damage or problems to our e-mail hoa@terracesonmemorial.org

QUESTION AND ANSWER SESSION

Q: A resident asked if MUD taxes will go away.

A: The Board responded that yes, eventually, as bonds are paid off. With that, the Association would have to take back the expenses of trash service, electrical and lake expenses.

Q: A resident asked will assessments increase once the MUD tax is paid off.

A: The Board responded it is a possibility, but the Board would need to evaluate.

Q: A resident reported standing water in low spots on some streets and asked what can be done?

A: The Board agreed that there are several areas with "bird baths", but there were no current plans to make repairs. It could be considered as a future project.

Q: A resident asked how often the community is sprayed for mosquitoes.

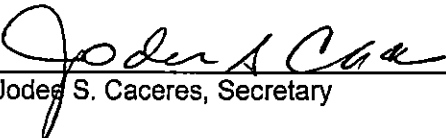
A: Board replied that the Association has a contract with Cypress Creek Pest Control and the weekly sprays occur from beginning of April through end of October.

Q: A resident asked about the Eagles Trace wooden fence repair/replacement.

A: The Board stated homeowners can report issues to Crest Management and Crest will communicate with Eagles Trace, who is responsible for the wooden fence.

ADJOURNMENT:

There being no further business to discuss, a motion was made and seconded; all were in favor to adjourn the 2019 Annual Meeting at 8:05 PM.



Jodes S. Caceres, Secretary

Date 24 April 2019