

**MINUTES OF THE 2022 ANNUAL MEETING OF MEMBERS
TERRACES ON MEMORIAL HOMEOWNERS' ASSOCIATION, INC.
TUESDAY, MARCH 1, 2022**

The 2022 Annual Meeting of Members of the Terraces on Memorial Homeowners Association, Inc. was held at 7:00 p.m. on Tuesday, March 1, 2022, at Crest Management.

CALL TO ORDER

A quorum was established 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 – Antoinette Beale (Townhome Seat)
- Director – Funmi Ekundayo (Patio Home Seat)
- Director – Judy Calloni (At Large 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. 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 2022 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 1, 2022, 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.

There were two board positions open, both At-Large positions with one incumbent seeking reelection (Jodee Caceres for At-Large). The floor was opened for nominations. Karen Mills nominated herself. A motion was made, seconded, and unanimously agreed by acclamation to have the two candidates serve on the Board of Directors, each will serve a two (2) year term to expire 2024.

COMMUNITY UPDATE

Nick Kornuta presented the Community Update.

Long Term Amenities History in Terraces on Memorial

- Development began in 2005 with no amenities included
- Original Annual Fee 2006: \$1,200 fee and no amenities
- 2007 Briarhills Amenities agreement added by Developer
- Amenities agreement was \$195/occupied home
- Early 2009 Developer handed HOA off to residents

- Cashflow was rough in early years, 2010 community vote on amenities said NO
- No Briarhills Amenities Agreement from 2010 until 2016
- Annual fee raised for the first and only time in 2011 from \$1200 to \$1300
- The MUD had ToM homeowners added to MUD Board in 2012
- The MUD then took on the trash contract starting in 2012 at a cost of \$155/home
- With MUD action, full homes and \$1,300 fee, cash flow was dramatically better
- MUD began to pay for electricity (2013) and Lake Management costs (2015)
- Negotiations with Briarhills began to make progress in 2015 after new elections
- Contract was in place for 2016 pool season in May at ~\$100/home w May start

Summary of Amenities Key Points

- Developer left us with minimal operating fund in 2009
- Amenities contract was deemed too expensive and voted down in 2010
- MUD picking up significant costs paved the way for Amenities Agreement
- New Briarhills Board of Directors was open to better cost contract in 2015
- Contract started in May 2016 based on previous year's actual expenses
- Contract renewed for Jan 2019 (also 3 years) at same cost basis
- Costs for 2022 contract renewal are now 40% higher than previous years
- Costs driven by full use, new clubhouse, upgrading and better maintenance
- Cost looked to be too large an increase to the Board based on survey #'s
- Decision:
 - FOR renewal amenities agreement and keep \$1,300 fee for now OR
 - AGAINST amenities agreement and evaluate annual fee later

Future of Annual Fee based on HCMUD 407 actions going forward

- The MUD is a taxing authority in Harris County
- Its primary purpose is to collect taxes to pay back development bonds
- Bonds were sold to raise money to pay back Developer for cost of utilities
- Developer put in Sewers and Water Lines and the MUD paid him back
- We pay the MUD back for the "loan" that they made for this action
- When the bonds are paid back in ~10 years, the MUD will go away
- And with that, you will pay no more MUD taxes
- However, the money paid by the MUD for Trash, Electric and Lake Management will have to come back to the HOA fee
- MUD tax goes to \$0 and HOA fee increases by ~\$400/year (plus inflation)

Continuation of the Briarhills Amenities or Not

- After a ballot vote, 73 homeowners voted FOR the amenities contract to continue and 25 voted AGAINST the contract renewing. A motion was made, seconded, and carried to approve the extension of the Briarhills Amenities Contract for an additional 3 years, at \$130 per home. The contract will commence April 1, 2022.

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 407 continues to pay for the lake management contract and chemical costs (via reimbursement to the HOA).
- MUD 407 funded some landscape enhancements around the lake in 2021.

Emergency Exit Driveway

- Project was completed in 2021 at a total cost of \$22,600.

Gates

- New exit gate panels & 1 motor installed after gate strike (3/2021 at \$9,600).
- Three new gate operating motors installed (11/2021 at \$9,750).
- New gate control system installed (4/2021 at \$5,260).
- The gates remain a high-maintenance asset.
- Use of the 4-digit entry codes must be preceded by the # symbol.
- Direct dialing from the telephone entry system to your number will allow access without scrolling through the list of names will be possible.
- 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.

Trash Collection Service Provider Update

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

Landscape

- The Association continues to contract with Monarch Landscape.

Community Communications

- WhatsApp is **not** an official HOA communication method and will rarely generate a specific response from the ToM Board.
- HOA information posted by residents on the WhatsApp chat group tends to be incorrect. If you want the correct answer, see the community website, or email the HOA or our property manager, Cindy.
- The official forms of communication to the ToM Board are via email at hoa@terracesonmemorial.org or to our property manager, or via USPS addressed to Crest Management's physical address on Park Row.
- This information is available on our website.
- If you have a problem relating to HOA matters, contact the HOA or Crest.
- The official state-mandated HOA Board Monthly Meeting Notice and Agenda are sent by Crest Management.
- Register for the Crest Homeowner Portal on the Crest website at www.crest-management.com.
- Registering for the Crest Homeowner Portal will generate an automatic Meeting Notice to the email address you supply upon registering.
- The Meeting Agenda is also posted on the Crest website each month there is a meeting. The agenda can be accessed even if you do not specifically register for a homeowner account.
- HOA Courtesy Notices are sent by a volunteer Board member. Sign up via the Resident Registration page of the community website at www.terracesonmemorial.org.

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 ultimately 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.

It was requested 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.

Terraces on Memorial Website Management

Edit/Update of Community Documents such as the ARC Application Form & Guidelines, Gate Access Registration Form, Resident Registration Form, and 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

FINANCIAL PRESENTATION

Nick Kornuta presented the financial review for 2021 approved budget versus actual 2021 expenditures. He reviewed a 2021 pie chart of expenses explaining what the Association dues pay for.

The Board noted 2022 assessment rates were not raised and the Association is in good financial shape. Nick reported the following with regard to assessment collections:

- 46% - Portion of 2022 Assessments collected by January 1, 2022 (on time)
- 40% - Portion of 2022 Assessments collected during Jan 2022 Grace Period
- 5% - Portion of 2022 Assessments collected during February 2022
- 9% - Portion of 2022 Assessments remaining to be collected

IMPORTANT REMINDERS

- The pond is for visual enjoyment only – no fishing no kayaking and please do not let your dog swim in the pond.
- Reminder to clear the grass off of "pop-off" drains.
- Nothing may be attached to the new brick wall or TREX fence. This will void the warranty and any damage caused by nails, screws, bolts, vines, trees, shrubs, etc. will be the responsibility of the homeowner to repair/replace.

- Street parking: street parking is for occasional guests and visitors. Vehicles that belong to the residents and those of regular visitors (housekeepers, nannies, etc.) must be parked in the driveway or garage, per the Association's DCCR's.
- 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.
- 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).
- Please help us be part of the solution. Report any damage or problems to our e-mail hoa@terracesonmemorial.org.

VOLUNTEERS

The HOA would welcome volunteers to start a Social/Special Events Committee, Landscaping Committee, etc.

The Newsletter Committee needs volunteers to continue with newsletters for the community.

REASONS TO VOLUNTEER

- Protect your self-interests. Protect your property values and maintain the quality of life in your community.
- Correct a problem. If something could be better, help us improve it.
- Be sociable. Meet your neighbors, make friends, and exchange opinions.
- Give back. Repay a little of what has been done for you.
- Advance your career. Build your personal resume by including your community volunteer service.
- Have some fun. Association work isn't drudgery. It's fun accomplishing good things with your neighbors.
- Get educated. Learn how it's done—we'll train you.
- Express yourself. Help with creative projects like community beautification.
- Try some altruism. Improve society by helping others.

BOARD ORGANIZATION

Nick Kornuta	–	President
Jodee Caceres	–	Vice President/Secretary
Karen Mills	–	Treasurer
Funmi Ekundayo	–	Director
Antoinette Beale	–	Director

ADJOURNMENT:

There being no further business to discuss, a motion was made and seconded; all were in favor to adjourn the 2022 Annual Meeting at 8:21 PM.



 Jodee S. Caceres, Secretary

1 June 2022

 Date