

**MINUTES OF THE 2021 ANNUAL MEETING OF MEMBERS
TERRACES ON MEMORIAL HOMEOWNERS' ASSOCIATION, INC.
TUESDAY, MARCH 9, 2021**

The 2021 Annual Meeting of Members of the Terraces on Memorial Homeowners Association, Inc. was held at 7:00 p.m. on Tuesday, March 9, 2021 via teleconference using Free Conference Call.

CALL TO ORDER

A quorum was established with 69 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 – Antoinette Beale (Townhome Seat)
- Director – Donna Land (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 2021 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 9, 2021 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.

Nominations were not taken on the floor due to the meeting being held via teleconference. There were three board positions open, one Single Family seat, one Townhome seat, and one Patio Homes seat, with two incumbents seeking reelection (Nick Kornuta for Single Family and Antoinette Beale for Townhomes), and one candidate (Funmi Ekundayo for Patio Homes). 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 2023.

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

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

- The Association continues to contract with Monarch Landscape.
- Monarch will continue working with the Board to improve the turf grass quality.
- The Association removed a couple of dead pine trees around the lake area and are considering some improvements in that area to conceal some of the utilities.

Briarhills Property Owners Association (POA)

- The contract with Briarhills POA for use of their amenities was extended through 2021.
- The Association has reached out to begin discussions to extend the agreement.

Social Media Update and Request for Volunteers

- The Board would like to form a Social Media Committee
- The Committee will be made up entirely of non-Board members.
- The Committee will control etiquette and access to the platforms.
- There is a need for “social” and “emergency” platforms that are separate and unique.
- The community would benefit from an emergency platform that does not have anything but critical information and emergency notifications.
- Those who choose to participate in the social platform (perhaps a Facebook page or other separate and unique account) can then sign up and chat amongst themselves on such things as holiday greetings, school fundraisers, soccer stars, plumber recommendations, Sunsets/Sunrises, etc.
- The emergency platform should then be reserved for critical needs.
- This will allow people to apply the proper priority to messages on each.

Emergency Exit Driveway – Status Update

- We are currently in the process of constructing the driveway.
- This process will be slow at first.
- There is an unused water meter that the City must come and remove.
- There are permits and approvals that must be received.
- The sidewalk will be removed and lowered to match the necessary grade.
- There will be concrete from the street to the sidewalk.
- There will be a concrete edge on each side of the pathway
- The finished driveway will have turf grass growing over it.
- There will be a new gate installed at the proper spot, on a steel frame.
- There will be no driveway on the Eagle’s Trace side between the fence and their concrete.
- We hope to be complete in the next 60 days.

Gates

- The gates remain a high-maintenance asset.
- 4-digit access codes will be reissued.
- Remotes must be re-entered but will still function once re-registered.
- 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.

Gates – February 2021 Gate Strike

- Our exit gates were struck by an Audi and destroyed.
- This took place in the late night of 2/15 or early morning of 2/16.
- Both panels will have to be replaced from scratch due to the severity of the damage.
- At least one and possibly both gate motors will have to be replaced and re-leveled on their foundations.
- We are getting multiple bids for the work due to the cost of the repairs.
- We awarded the bid last Friday. The bid process saved us \$1,700.
- Video from the incident is still being extracted and validated.
- This was almost certainly done by a resident or a guest and someone knows who caused this. Please provide the information to Crest.

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

Nick Kornuta 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

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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 2020 approved budget versus actual 2020 expenditures. He reviewed a 2020 pie chart of expenses explaining what the Association dues pay for.

The Board noted 2021 assessment rates were not raised and the Association is in good financial shape. Nick reported the following with regard to assessment collections:

- 49% - Portion of 2021 Assessments collected by January 31, 2021 (on time)
- 38% - Portion of 2021 Assessments collected during Jan 2021 Grace Period
- 5% - Portion of 2021 Assessments collected during February 2021
- 8% - Portion of 2021 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 Neighborhood Watch, Social/Special Events Committee, Landscaping Committee, etc.

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

10 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's 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.
- Earn recognition. If you would like a little attention or validation, your contributions will be recognized and celebrated.
- Try some altruism. Improve society by helping others.

QUESTION AND ANSWER SESSION

Q: A resident asked how they could join the WhatsApp Group.

A: The Board responded that a few of the admins could reach out and send out the link.

Q: A resident inquired on the Eagles Trace fence and the need for replacement.

A: The Board responded that the Association corresponds with Eagles Trace as needed to make necessary Repairs. The full replacement will be at the discretion of Eagles Trace as they own the fence.

Q: A resident inquired if a reminder could go out to the community regarding pedestrians walking in the street and being cognizant of vehicles.

A: The Board responded that the Association could discuss an excerpt for the next mass distribution regarding reminders.

BOARD ORGANIZATION

- Nick Kornuta – President
- Antoinette Beale – Vice President
- Jodee Caceres – Secretary
- Judy Calloni – Treasurer
- Funmi Ekundayo – Director

ADJOURNMENT:

There being no further business to discuss, a motion was made and seconded; all were in favor to adjourn the 2021 Annual Meeting at 7:46 PM.


 Jodee S. Caceres, Secretary


 Date