

**TERRACES ON MEMORIAL  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, August 25, 2010  
PCMI Office, Houston, Texas**

**MEETING ATTENDEES**

Board of Directors: Nick Kornuta, Joe Salmeron, Melina Kervandjian, Manoosh Penrose, and Pam Gibler

Management: Lucy Robertson and Joe Ristuccia, PCMI (Barbara Riley out on sick leave)

Homeowners: Two homeowners

Visitors: Derrick Slater (Slater Gate Co.)

**CALL TO ORDER AND CONFIRM QUARUM**

President Nick Kornuta called the meeting to order at 6:05 pm in the PCMI Office. Quorum confirmed.

TOM BOD meeting minutes for July 2010 were approved.

**GUEST SPEAKERS**

None

**PRESIDENT'S REPORT**

Landscaping

- Regarding extending the fence along the northern end of Glenwood Canyon Lane, in addition to the quotes for a wood fence the Board is also getting quotes for a metal fence to address security and aesthetic issues. PCMI to get 3 more quotes. Fence to be 6 ft tall with gate and combination (keypad) lock.
- Board to consider applying turf builder to common-area grass to get rid of weeds, Johnson grass, and nut grass. The Board is considering this as the next major landscaping project.
- Landscaping bill that just came in is \$22K. \$18K is for work from last Fall, irrigation repair, and freeze damage. The landscapers have switched to a new accounting software and they hope to now get their bills out more promptly. Board has been expecting this bill for a year now and so it is not unanticipated and the budget was already been set aside for this work months ago.
- HW6 – landscaper has replaced 1 dead tree, fertilized all the remaining trees, and activated a bubbler irrigation system. PCMI to check on the cost (somewhere between \$1.5K and \$2.5K). In the mean time, another HW6 tree has died.
- Joe Salmeron offered to donate to the community juvenile oak trees he started from seedlings.
- The Board noted that some of the trees planted by the developer are not doing well (primarily Pin Oak) but they may still survive. Any decision on dead tree removal and replanting of new trees needs to wait until Fall.

- Eagle's Trace fence – PCMI to check on whether Eagle's Trace has been notified to repair/replace loose pickets on their fence bordering TOM. A number of TOM residents on the southern property line have complained about loose fence pickets.

## Pond/Environment/Irrigation

### Safety

- Board needs to confirm that the current (lowered) stop sign height is acceptable to Houston Dept. or Public Safety before the stop sign poles are trimmed and capped.
- Door to door solicitors possibly selling stolen stereo equipment were reported to the authorities but the police response was slow. Police advised that in the future such occurrences should be reported as 'suspicious persons' to get a quicker response from the police.
- The Board is getting additional quotes for front gate cameras to record the license plate numbers of any automobiles that damage the gates and also for general security purposes (i.e., the non-resident lady in the gray car that was trying to force her way through the TOM gates). Proper signage would also need to be installed stating that the cameras are not a guarantee or promise of security. The new quotes need to include the cost for monthly monitoring and appropriate lighting so that license plates are legible on the video.
- With regard to the lady in the gray car who was using her car to open the TOM gate, a resident turned in her license plate number to PCMI who in turn gave the information to the Houston PD. If the HPD can track the lady down, the Board intends to send bill her for the gate damage. There was no update on this matter from the HPD at the Board meeting.

### New TOM Website

Discussed new TOM website. New website is [www.terracesonmemorial.org](http://www.terracesonmemorial.org). Residents can use several email addresses and two of the most important ones are [hoa@terracesonmemorial.org](mailto:hoa@terracesonmemorial.org) and [newsletter@terracesonmemorial.org](mailto:newsletter@terracesonmemorial.org). Residents can also post questions to the 'Guest Book' on the Message Board page on the website. In August, we had 1094 views of the website. In September to date, we have had 180. We had 26 families fill out the resident registration page since August 2010.

### Gate

- Mr. Slater of Slater Gate Co. attended the meeting to answer the Board's questions on the gates. The Board's position is that the gates have not fully functioned since the major overhaul and reinstalling on 18 July 2010. The Board explained that there have been numerous complaints about malfunctioning gates from the TOM homeowners. Mr. Slater answered Board's questions but said that every time he had been to the TOM site, the gates have worked properly. The Board discussed the recent car vs. gate encounter in which a resident's automobile was damaged. Slater said he has seen this type of damage before and it was Slater's opinion that the resident had challenged the gates. Slater confirmed that he has not been to PCMI to look at the software which controls gate operations. The Board told Slater to go through everything (actuators, software, key board panel, wiring, etc.) to find out what the problem is – the debugging process is to be systematic.

(Mr. Slater left the Board meeting at about 6:45 PM, returned to the TOM front gates where he found the gates working not properly working and he remained at the gates until 11:30 PM. Upon adjournment of the Board meeting at 8:35 PM, Nick Kortuna joined the two Slater

representatives at the front gates until about 11:30 PM to observe gate functionality and agree with Slater on a plan of action for repair.)

## **ARCHITECTURAL REVIEW COMMITTEE (ARC) REPORT**

### Review of recent actions

Resident with backyard aluminum awning informed the Board that he needed additional time for awning removal. In executive session, the Board agreed to an extension with qualifications.

## **MANAGER'S REPORT**

Ms. Robertson is filling in for Barbara Riley who is out on medical leave. Mr. Robertson said her experience led her to suggest that the Board push to collect on outstanding fees that are less than \$500 -- the aggregate of which constitutes a \$9,000 shortfall in the HOA budget. PCMI was to have sent out letters after the July Board meeting but Ms. Robertson was not sure this had occurred and was going to check. If letters have not been sent out, they need to go out immediately.

## **TREASURER'S REPORT**

- A number of TOM homeowners owe HOA fees of \$500 or less. The aggregate of these outstanding fees adds up to about \$9,000. PCMI to investigate whether collection letters were sent out last month. Note that residents with past due fees exceeding \$500 have already been sent demand letters, etc and are currently discussing their individual situations with the TOM HOA attorney.
- Board agreed that any fees associated with any collection letters will be added to the amount owed by delinquent homeowners (i.e., the cost for PCMI to generate a letter, extra PCMI accounting services, postage, attorney services, etc.)
- Board reviewed status of homeowners owing more than \$500 in dues and what payment plans are being implemented. The HOA will begin foreclosure proceedings on homeowners who renege on the payment plans they have agreed to.
- Treasurer asked to meet with the PCMI CPA to discuss invoicing system.

## **HOMEOWNER'S CONCERNS**

None

## **DEED VIOLATIONS**

None

## **NEW BUSINESS**

None

## **ADJOURNMENT**

A motion was made, duly seconded, and carried, and it was therefore resolved to adjourn the meeting at 8:35 PM.

Respectfully submitted,

Pam Gibler,  
Secretary for Terraces on Memorial Homeowners Association