

**TERRACES ON MEMORIAL HOA, INC.**  
**Board of Directors Meeting Minutes**  
**Wednesday, November 19, 2025**

A meeting of the Board of Directors for Terraces on Memorial Homeowners Association, Inc. was held on Wednesday, November 19, 2025, at 6:30 PM at Crest Management Company, 17171 Park Row, Suite 310, Houston, TX 77084.

**I. CALL TO ORDER:**

A quorum was established, and Board President Nick Kornuta called the meeting to order at 6:31 PM.

**Board Members Present**

Nick Kornuta, President  
Jodee Caceres, Vice President/Secretary  
Karen Mills, Treasurer  
Sunny Chelmella, Director

**Board Members Absent**

Funmi Ekundayo, Director

**Crest Representative Present**

Maggie M., CMCA, AMS

**II. HOMEOWNERS FORUM**

One homeowner was present.

**SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes from October 22, 2025, Board of Directors Meeting were presented, and a motion was made, seconded, and unanimously approved.

**III. TREASURER REPORT – FINANCIAL REPORT**

1. Financial Report – The Board received the financial reports for October 2025; these were reviewed and approved as submitted.
2. Total assets as reported by the Balance Sheet of October 31, 2025, were reported as \$1,755,656.86 with \$587,763.04 total cash in Operating and Money Market accounts, and Total Reserve Funds were reported as \$1,139,586.22
3. Total YTD expenses as of October 31, 2025, were reported at \$266,329.58.
4. Total YTD Delinquency as of September 30, 2025, was \$12,956.83.

**IV. MANAGEMENT REPORT**

1. General Maintenance Issues
  - i. Gates/Cameras
    - a. Camera – No issues to report this month.
    - b. Gates – The Pedestrian Gate keypad was replaced. Board requested management to confirm master code.
  - ii. Landscape – No report at this time. Board requested management to follow up on last month's approved irrigation repairs.
  - iii. Lake Management – No issues to report this month; lake report states all is in order.
  - iv. General Maintenance – No issues to report this month. Xmas décor will be installed on the Monday following Thanksgiving.

**V. OLD BUSINESS**

1. Precinct 5 Constables Contract – Further discussion was held regarding the possibility of a shared use agreement with Briarhills POA and their Constables Contract after some details were provided by Briarhill POA. Nick will continue to discuss this matter with Briarhills POA and obtain the answers to several questions raised regarding sharing this contract. Briarhills POA is ok with the Association joining the contract in April for the remainder of their contract.

**VI. NEW BUSINESS**

1. Attorney Contract review – the Board review several contracts present for legal services. Management stated each contract will be reviewed and an excel sheet with pricing details created for further comparisons.
2. Meeting date for the 2026 Annual Meeting was confirmed – Tuesday, March 3, 2026. Board requested management to check with Briarhills POA to see if the clubhouse is available.

**EXECUTIVE SESSION**

**VII. DEED RESTRICTION VIOLATION REVIEW**

1. The Board approved the following accounts to be turned over to the attorney for legal action –  
Acct. 244010SF02023 – Comply by modifying your pergola cover per approval given by Board, remove plastic cover.  
Acct. 24401SF03001 – Submit an Exterior Modification Request to obtain approval for painted driveway.  
Acct. 244PR01SF01002 – Comply by paint or clean wrought iron fence at right and left.  
Acct. 244PR01SF01001 – Repair/replace broken or missing Wooden fence pickets.  
Acct. 24401SF04079 – Utilize your driveway/garage and refrain from parking in street – White Jeep

**VIII. EXTERIOR MODIFICATION REPORT REVIEW**

1. The EMR report was presented and reviewed.

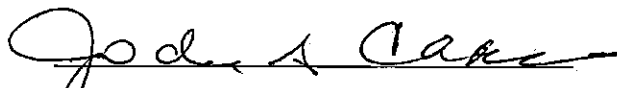
**IX. DELINQUENCY REVIEW**

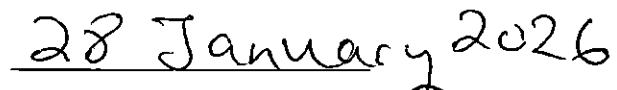
1. The outstanding delinquencies were presented and reviewed.

**X. ADJOURNMENT**

There being no further business to discuss, a motion was made and seconded; all were in favor of adjourning the meeting at 8:10 PM.

The next Board Meeting will take place on Wednesday, January 28, 2026, at Crest Management.

  
Jodee S. Caceres, Secretary

  
Date