

**Meyerland Community Improvement Association  
Board of Directors Meeting Minutes  
Monday, May 11, 2009**

**Board members present:**

Sidney Aron (1)*	Mark Massett (1)	Elizabeth Ray
Marvin Blum (1)	Scott Minchen (1)	Ms. Ruiz-Mansfield
Mike Gavula	Janel Monasterio	Traci Romero (1)
Shirley Hou	Steve Morgan (1)	Lynn Steen
Richard Jucker (1)	David Naff	Karen Velssels
Ed Kile	Gerald Radack	Margo White
Sondra Ludwick		

**Board members absent:** \*(#) = Total meetings absent  
Don Carter (1) Diane Knesbach (1) Ben Ramsey (1)

**Staff:** Ms. Amy Hoechstetter, Mr. Jim O'Rourke **Legal:** Mr. Lewis Jost  
**Visitors:** Mr. Michael Evans, Mr. Jerry Goldman, Mr. Bill England

**Call to order:**

President, Ms. Ruiz-Mansfield-Mansfield called the Board meeting to order at the Jewish Community Center on May 11, 2009 at 7:35 PM. A quorum was present.

**Committee reports:**

A. Secretary's report: Ms. Ray, Secretary

1. Ms. Ray presented April Board minutes. Ms. Ray moved to waive reading of April minutes. Motion seconded. Motion adopted.
2. Ms. Ray motioned to approve minutes with correction. Motion seconded. Motion adopted.
3. Ms. Ray informed Board of obtaining shirts.

B. President's report: Ms. Ruiz-Mansfield, President

1. Ms. Ruiz-Mansfield-Mansfield recognized Visitor: Mr. Evans.
2. Ms. Ruiz-Mansfield-Mansfield reminded Board of open Section 10 Seat & requested nominations.

C. Treasurer's Report: Mr. Gavula, Treasurer

1. Reserve Study & 1<sup>st</sup> Quarter Analysis of Budget January 2009 – March 2009 Report reviewed & attached.
2. Ms. Hoechstetter, General Manager (GM)
  - a. Reviewed transition from former XL Format to a current software program: Village Management Software (VMS) & explained the background of the Property Management software program, the new format, & how the GM report will look in by end of Fourth Quarter.

**Committee reports:**

**C. Treasurer's Report: Mr. Gavula, Treasurer (continued)**

3. Mr. Gavula reported Audit completed by Barry Wuntch, CPA.
  - a. Audit recommended MCIA secure a Fidelity Bond (Bond secured).
  - b. Audit recommended MCIA tie all accounting and billing programs together. Ms. Hoechstetter explained how VMS will meet this recommendation.
  - c. Mr. Wuntch will provide formal report for board review.
4. Reserve Study
  - a. Mr. Gavula reviewed a simplified version due to limited assets.
  - b. Mr. Gavula noted the following Future Capital Improvements: MCIA Office Building, 1993 Pickup Truck.
  - c. Mr. Gavula reports MCIA in good position for Emergency Expenses with a 10% "cushion". Reserve amounts = \$281,964.
  - d. Board discussion.

**D. General Manager's Report: Ms. Hoechstetter, GM**

1. Ms. Hoechstetter reported \$412,828 in Assessment & \$320,875 in Security payments received to date (\$733,703 = Total).
  - a. Second Notice will be mailed June 1, 2009 with June 30, 2009 as deadline.
  - b. Third notice includes a letter from Mr. Jost, MCIA Attorney Representative.
3. Ms. Hoechstetter reported current status of VMS.
  - a. Step 1: Complete: All homeowners entered in the program.
  - b. Step 2: In process: Chart of accounts (balance sheets and profit/loss statements).
  - c. Step 3: In process: The assessment.
  - d. Step 4: In process: Loading Deed Restrictions for all sections.
4. Ms. Hoechstetter reviewed Legislation update (written report provided).
  - a. MCIA currently 90% compliant with approximately 100 bills pending legislation.
  - b. Ms. Hoechstetter reported she attended CAI conference with several Board members.
  - c. Ms. Hoechstetter advised the Board to be ready to write Congress letters addressing Pending Legislation.
5. Board discussion.

**E. Human Resource Committee: Ms. Ludwick, Chair**

1. Ms. Ludwick reviewed MCIA 90-Day Performance Evaluation form.
2. Ms. Ludwick requested Board to return completed form to Ms. Ruiz-Mansfield for GM position by May 19, 2009.

**F. Security Committee: Mr. Naff, Chair**

1. Mr. Naff recognized Ms. Monasterio as outgoing Committee Chair.
2. Mr. Naff revised project date to September 2009 due to recent committee changes.
3. Mr. Naff motioned to amend the 2009 MCIA operating budget to provide Four Thousand Dollars (\$4,000) for the Security committee. To be used as follows:
  - Legal counsel directly related to neighborhood security patrol.
  - Passive GPS tracking devices to verify consistent, even patrol of Meyerland.
4. Motion seconded. Board discussion.
5. Board voted. Motion approved.
6. Visitor, Mr. Goldman recognized & provided update on Citizens on Patrol Program (COP).
  - a. Mr. Goldman reported Zero volunteers to date.
  - b. An E-Mail notice will be sent to the 918 residents registered and an article will be posted at [www.meyerland.net](http://www.meyerland.net) to inform residents & provide Mr. Goldman's contact information.

**Committee reports:**

G. Architectural Control Committee: Mr. Jucker, Chair

1. Mr. Jucker reviewed the MCIA proposed Fee Revision Schedule.
2. The ACC recommended the following Resolution: Whereas: The recommendation of the Architectural Committee to revise the fees for Architectural Reviews submitted as shown. (See attached).
3. Board discussion.
4. Ms. Ray, Secretary, notes Corrections in Resolution language to three (3) items:
  - a. "2. Residence Renovation...of greater than \$50,000..."
  - b. "3. Minor Renovation...up to less than..."
  - c. "6. Pool...Remodeling & New construction"
5. Mr. Jost provided historical relationship between MCIA & ACC.
6. Mr. Gavula motioned to adopt the resolution with exceptions noted in minutes. Motion seconded.
7. Board voted. Resolution adopted.

G. Southwest Security Association (SSA): Mr. England, SSA President

1. Mr. England discussed the coverage area (Six subdivisions) & provided history of SSA & the SSA Board.
2. Mr. England explained Dispatch process.
3. Mr. England reviewed Vacation Watch Program.
4. Mr. England discussed contract area and difference between in and out of contract area.
5. Mr. England reviewed Annual SSA Program.
6. Mr. England reviewed April Crime report. (See attached).

**New Business:**

- A. Next Board meeting scheduled: 7:30pm - Monday, June 8, 2009 at the Jewish Community Center.
- B. Committees scheduled to report in June:
  1. Program
  2. By-Laws
  3. Image
- C. 5234 Indigo: Mr. Kile, Section Three Director
  1. Mr. Kile motioned the MCIA GM is authorized to take legal and/or corrective action related to painting the exterior of 5234 Indigo. Motion seconded.
  2. Board Discussion.
  3. Board voted. Motion approved.
- D. COH Phase II construction/remodel of building/courts at Godwin Park
  1. Ms. Ruiz-Mansfield reported Phase II will begin mid August & completion by February 2010.
  2. Reported a Public Garden being discussed as part of the park.

Ms. Mansfield motioned to adjourn to Closed Session to discuss Current Litigation at 8:55pm. Motion seconded and adopted.

The Board opened from Closed Session at 9:27 p.m.

**Unfinished Business:**

A. Litigation:

1. Ms. Ruiz motioned to approve the Resolution of the MCIA Settlement Proposal presented & rejected by the board in Closed Session and opted to move forward with litigation. Board voted. Board Approved.
2. Ms. Ruiz requested Mr. Jost to provide board with Summary of Litigation Issues affecting MCIA.

Ms. Ray motioned to adjourn at 9:55pm. Motion seconded and adopted.

Prepared by:

Elizabeth Ray, MCIA Secretary