

Memorial Bend Civic Association, INC.
Meeting Minutes – Monthly Board Meeting
(Held via teleconference)
March 24, 2020

Board Attendees: Ken Hurr, Erika Sorsby, Van Durborow, Jennifer Richman, Erica Agostini, Brad Chin, Chrissy Sylvester, Susie White, Marie Dupres, Nicole Hobson, Han Wright, Megan McLellan, Eddie Papin

General Members Attending: Dale Kemp

Meeting was brought to order at: 7:10 pm

Jennifer Richman, Secretary, took role call.

Nicole reviewed Code of Conduct and general etiquette for tele-conference meetings.

Meeting Minutes: Jennifer asked the board if they had reviewed the meeting minutes sent to the board electronically. Erica Jordan motioned to approve the minutes. Approved.

Presidents Report: Ken stated that the board meetings will be in a teleconference format until further notice. Nicole is doing some research on using different platforms.

Han reported that she has a zoom account that could be used as well. She finds that Zoom is more user-friendly. It is agreed and Nicole suggests we use Zoom at the next meeting and Han will set up the April Meeting.

The Memorial Bend open house day has been postponed. Our contact for this event are John Green and Marie Dupres. Marie reported that there are some fun things we can do to make an open house day more attractive. During the present Stay Home Work Safe order it has been advised that realtors do not host open houses. They will keep us informed when they decide to revisit.

Ken raised a question regarding assistance for the senior population in the community. How can we help. Jennifer suggested we encourage residents to reach out to their neighbors. She will reach out to the Women's Club for volunteers. Susie will be a contact for neighborhood outreach.

Some neighborhood volunteers have offered to do nightly patrols if the pandemic becomes more undesirable, like what was done after Hurricane Harvey.

Super Neighborhood Update: The Memorial Drive survey is scheduled be substantially completed by March 2020. There will be another phase between Tallowood Rd and Gessner.

Communication Update: Erika made some updates to the website last month. The meeting minutes are being added as they are approved. Chrissy has the new web log in to make future changes. Chrissy has started on the newsletter, but she needs the Presidents Letter, MBC information and Yard of the Month to complete it. Erika reminded her that the Easter Party was cancelled. She will add Susie's number as a contact for community outreach during the COVID-19 Disaster. Megan suggests the prize for Yard of the Month could be a gift certificate to support a local business/restaurant. Erica proposes we do two houses per newsletter. All suggestions were agreed upon. The newsletter deadline is this Friday.

Nicole motioned to make the newsletter virtual to limit exposure to the virus. It was approved. The newsletter will be posted to the website, sent via email and posted to Facebook. Chrissy also added a link so people could join the web blast.

Security Update: Erica reported that there were no calls for criminal activity last month. Everything was quiet because most people were home for spring break.

Erica informed the board of the Silver Watch program. The form (now located on the website) can be filled out by the resident or a family member. Normally they would do a physical check twice a week, but due to the virus they are calling to limit the exposure.

The constable wants us to be aware that if many more people lose their jobs crime will likely increase. The constable report can no longer be emailed because it has individuals addresses. They are trying to go back to block numbers, but until that time we will not be able to send the report.

Treasurers Report: Van gave the Treasurers Report that was emailed prior to the meeting. He pointed out some changes to the report including some new collections from prior years and mowing fees. Our cash balance is healthy, there was one ARC fee for new construction. Ken verified Van was still comfortable going to get the mail at the post office. He was and is taking precautions. The annual tax information was sent to the firm we use to file taxes and they confirmed receipt. Tax filings have been delayed due to the virus, but it will be filed before any deadline hits.

ARC Report: Marie reported that it has been a very busy month. She has been transitioning into the roll with Griffin. The ARC met with the outside Architect, Megan Guideau to help streamline the process for homeowners and builders and to relieve some of the pressure on the volunteers of the ARC. All submissions will still go through the ARC, but the Architect will help with technical aspects. The goal this year of the ARC is to review guidelines, address drainage, form survey, etc. Marie made a motion to amend the fees in the Architectural Guidelines (Section 1.04(b)(ii)). The motion was approved.

Beautification: Megan had nothing new to report.

The General Session was concluded at: 8:12pm