

**QUARTERLY MEETING OF THE MEMBERS OF THE
NOTTINGHAM WEST CIVIC CLUB, INC.**

August, 20th 2026 | 7:00 P.M.

Memorial West Civic Center

700 N Kirkwood Drive, Houston, TX 77079

MEETING AGENDA

- Call to Order
 - called to order at 7:05 pm
 - meeting adjourned 8:24 pm
- HOA Officers Reports:
President
 1. 2026 HOA Budget Overview
 - Currently under budget
 - The overall operating budget remains steady. Approximately \$15,000 remains in reserve after recent community improvement.
 2. Bylaws Review
 - Residents requested the option to conduct future meetings virtually. The current bylaws require an in-person quorum, so the HOA must follow the existing amendment process before virtual meetings can authorize.
 - Established the Rules Update Committee, which currently consists of two members: John Grygar and Roman Patel.
 - The committee will clarify quorum, proxy-voting and other procedure request.
 - No bylaw amendment was adopted at this meeting.
 3. Virtual Meeting
 - Residents requested the option to have future meetings virtually. The current bylaws require an in person quorum, so the HOA must follow the existing amendment process before virtual meeting can be authorized.
 - A bylaws update committee will review outdate provisions, recommend changes, and coordinate with the HOA attorney before any prop.
 - Established the Rules Update Committee, which currently consists of two members: John Grygar and Roman Patel.
 - No bylaw amendment was adopted at this meeting.
 4. Community Services & Contracts
 - Trash Collection Services
 - Constables Security
 - Pool & Park Power, Lawn Services and Pest Control
 - Resident should not open pool gates or admit unknown nonresidents. If an unauthorized-entry situation escalates, please call constable
 - Pool Lifeguards & Maintenance.

- Residents were reminded that the pool is closed on every Mondays for maintenance and chemical treatment. This reminder will also be included in the newsletter.
- Lifeguards are responsible for restroom cleaning during lifeguard season.
- Don't leave the pool gate open. Everyone should have their own key to enter the pool. If residents see family don't live here, don't open the gate for them. Call constable immediate when non-residents try to enter the pool.
- Resident Feedback: The pool bathroom wasn't clean, requested Sweetwater to clean the bathroom for off season
 - Kirkwood Lawn Care Services
- Lawn maintenance for the median on Kirkwood is shared with Nottingham Sections 1, 2, and 3
 - Community Mosquito Control

5. Community Improvements

- Pool Fences updated with automatic locking system & security screen
- The pool gate lock was replace, and both the front and rear gates now require a key to access, reduce unauthorized entry.
 - New pool furniture
- New pool chairs were purchased, and the old chairs will be discarded.

6. Liens

- Working with community legal counsel to recoup long overdue assessment fees-
- Collection efforts ongoing for balances overdue
- The HOA Board waived the late fees for residents who brought their accounts up to date.

7. New Projects

- Neighborhood Volunteer Crossing Guard Program at Kimberley and Kirkwood
- The 20 mph signs on Kirkwood have helped reduce traffic speeds. At approximately 7:20 a.m., constables patrol the Kirkwood area to help ensure children cross safely. The designated crosswalks are located at Kingsride and Kimberly.
- The neighborhood previously used parent volunteers to help children cross, but the program stopped because the volunteers have to had a crossing guard certification training.
- The board will investigate how to get a certification , training, liability and cost requirements for a neighborhood supported crossing guard program. If a program is feasible, option will be considered.
 - Determine community interest and volunteer availability
 - Discuss possible incentives for volunteers
 - Coordinate with SBISD and the City of Houston regarding requirements and crosswalk safety improvements

8. HOA fee Assessment: Discuss whether to propose a modest increase in annual HOA fees and how additional funds could be used.
- Explore a neighborhood clubhouse similar to those in nearby communities, subject to homeowner support and approval
 - Provide seasonal holiday lights and outdoor decorations.
 - Fund community improvements that may help strengthen neighborhood appeal and property values.
- Explore the feasibility of a neighborhood clubhouse similar to those in nearby communities, subject to homeowner support and approval.
 - Contact potential vendors to determine whether a clubhouse could be accommodate within the current pool and park layout.

Vice President

1. Committees & Volunteer Opportunities

- Social Committee responsibilities include yard of the month, holiday decoration, neighbor gathering events.
- Committee Member: Samar Johnson (Social Chair), Deleana Patel, Windy Valenzuela
- Plan an October pumpkin-carving event
- Transfer responsibility for Yard of the Month to Samar Johnson
- Explore holiday decoration along Kirkwood and around the pool area, including Christmas lights
- Plan a neighborhood gathering for National Neighbor Day.

• ACC Committee

1. New construction and property improvement report
2. Open Roles- 3 members

- 5 houses are being build
- 7 homes are being sale

• Constables Report

- Sergeant Timillar provided the constable's report and responded to residents' questions.

Resident question: If we see someone who is not a resident hanging out in the park, should we notify the constable or engage with the person?

Response: Residents should contact the Constable's Office rather than personally engage. Deputies can make contact and, when appropriate, connect the individual with the City of Houston's homeless outreach program.

The possibility of posting a sign with a phone number residents can call to report concerns was discussed.

Trespassing and park access were discussed. The stated park hours are 7:00 a.m. to 10:00 p.m. The constable cannot require someone to leave solely because the person is in a public parking area; enforcement depends on the location, posted restrictions, and circumstances.

Resident question: What is the best way to address traffic and speeding concerns?

Response: Residents should report recurring concerns to the Constable's Office so deputies can conduct targeted traffic and speed enforcement in the affected area.

Resident Questions

1. How often do pest control spray for mosquitoes? Is it once a month? Mosquitoes treatment is seasonal. It is performed more frequently during the summer and less frequently outside of peak season.
2. How often does the landscaping company come? The landscaping company responds quickly when contacted , usually within one or two days for routine needs. The board will confirm it.
3. Was the problem that the parent volunteer was wearing a vest and holding a stop sign even though the person wasn't certified? Yes. Parents may help children cross when traffic has naturally cleared, but volunteers should not stop traffic or present themselves as official crossing guards unless the required certification and authority are confirmed.
4. What is happening with the pedestrian-light project? The board hadn't received a recent project update. It will follow up with the appropriate public official regarding a pedestrian-activate signal,
5. Can we change the bylaw so that future HOA meetings can be held virtually? The current bylaws require an in-person quorum. The bylaws must be amended through the required committee, legal-review, and voting process before virtual meetings can be authorized.