

MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON JULY 22, 2015 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS PRESENT: Rosanna Hinde, John Benton, Angie Lootens and Pam Ziegenbein

IN ATTENDANCE: Hayley Harkins representing Crest Management Company, as managing agent.

CALL TO ORDER: The meeting was called to order at 7:35 p.m. with 29 lots represented.

ADOPTION OF AGENDA: The Agenda was approved as presented by unanimous consent.

ADOPTION OF MINUTES: Minutes of the Board meeting held on May 5, 2015 were approved as presented by unanimous consent.

CONSTABLE'S REPORT: The Constable reported that there have been burglaries of vehicles and construction materials have been stolen in surrounding communities. They recommend keeping doors locked and valuables out of sight. Motorcycle units assist with speeding on Kirkwood while the Constables focus on activity inside the community. If homeowners would like to submit a request for a speed trailer to be put out on Kirkwood, the request form is available on their website. Please report any suspicious activities, vehicles, or people by calling 281-463-6666. The Constables cannot address issues if they are not notified.

OFFICER REPORTS:

a) President – Rosanna Hinde

Welcome to New Homeowners. Please make sure you are regularly maintaining your yard, especially during the summer. Please call the Constables to submit vacation watch requests.

b) Vice President – John Benton

The 4th of July party was a success with the biggest crowd ever. Thanks to Nicole Stalnaker for her help with the party. A request was received to extend the pool schedule for weekends only (Friday, Saturday and Sunday) through September. Members will vote on this item during New Business.

c) Treasurer – Crest Management Financial Update

Total cash was noted as \$245,756.04, total reserves was noted as \$2,995.30, and accounts receivables was noted as \$72,122.28, including \$66,972.13 in outstanding 2015 maintenance fees. The Association was 74% collected after the 2nd billing. The trash reimbursement from the City of Houston dating back to April 2013 was received in the amount of \$52,350.00. Crest Management is now requesting reimbursements on a monthly basis.

d) Secretary – Angie Lootens

If you would like to receive the newsletter electronically, please contact the Board with your email address. Community updates are also sent out via email periodically. There is a new community Facebook page – “Nottingham West Neighborhood.”

COMMITTEE REPORTS:

a) Architectural Control – Preston Mood

There are 55 new homes and additions to existing homes that have been approved for construction. 43 new homes have been completed and 7 new homes are currently under construction. Contact Preston with any questions or concerns about builders and/or construction in the community. He is the liaison between the community and the builders on all construction matters.

b) Super Neighborhood Liaison – Reed Brown

A town hall meeting will be held for discussion of the Memorial Dr. expansion project.

NEW BUSINESS:

a) Park Upgrade Phase 1 - Bid Selection

Bids were received for equipment and landscaping. The approved budget for equipment is \$43,720.00 and the approved budget for landscaping is \$40,221.30. Equipment Bids were provided by All Play, Inc., APC Play, and BYO Recreation. A selection committee met on July 12th to review the bids and make recommendations to the members. The committee recommends the APC Play bid at \$41,753.53, which is within budget and will provide the most activity pieces for the money. Motion was made, seconded and carried by majority vote to go with the committee's recommendation of APC Play at a cost of \$41,753.53. Landscape Bids were provided by Arrow Landscaping and Oden Design & Contracting. The selection committee recommends the Oden Design & Contracting bid at \$34,995.00 based on the detailed proposal and experience with the staff during the bidding process. Motion was made, seconded and carried by majority vote to go with the committee's recommendation of Oden Design & Contracting at a cost of \$34,995.00.

b) Vote to Allow Crest Management to take over Deed Restriction Monitoring

The Board advised that the cost is \$300.00 per month and will not require an increase in the dues. The Board recommends Crest to perform deed restriction monitoring for impartiality and consistency. Motion

was made, seconded and carried by a majority vote to approve Crest Management taking over Deed Restriction Monitoring at a cost of \$300.00 per month.

c) Open Pool Hours without Lifeguards

The Board advised that a homeowner was appointed to research and provide more information at the meeting but was not in attendance; therefore, no information was available for review. This item was tabled.

d) Extending Pool Season through September

The Board advised that the cost is \$2,640.00 to extend the pool season, weekends only, through September. The pool would be open Fridays from 4 p.m. to 8 p.m., Saturdays from 10 a.m. to 8 p.m. and Sundays from 12 p.m. to 8 p.m. Motion was made, seconded and carried by a majority vote to approve extending the pool season through September at a cost of \$2,640.00.

FLOOR MOTIONS:

A homeowner reported that tree branches are hanging extremely low at the intersection of Kimberly and Kirkwood. The Board advised that this should be reported to 311 as the HOA cannot trim the trees.

A homeowner made a motion to thank John Benton and Dan Whitton for their work on the park project.

PROPOSED BUSINESS FOR OCTOBER MEETING:

A homeowner reported that the lifeguards are not enforcing the lap lane making it difficult for residents to swim laps. Director Benton will contact Sweetwater Pools to address this.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned 8:50 p.m.

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