

**MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON JULY 20, 2016 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.**

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**DIRECTORS AND OFFICERS PRESENT:** Rosanna Hinde, Angie Lootens and Reed Brown (past President).

**DIRECTORS AND OFFICERS ABSENT:** Pam Ziegenbein and Mark Dessens (past President).

**IN ATTENDANCE:** Hayley Harkins, representing Crest Management Company, as managing agent, Stan Sullivan, representing Sweetwater Pools, and James Young, representing Holt and Young, P.C.

**CALL TO ORDER:** The meeting was called to order at 7:31 p.m. with 31 lots represented in person.

**ADOPTION OF AGENDA:** Motion was made, seconded and carried to approve the Agenda as presented.

**ADOPTION OF MINUTES:** Minutes of the Board meeting held on April 13, 2016 were approved as presented.

**OPENING REMARKS:** Director Hinde welcomed new homeowners. Officer Lootens asked the members to refrain from having side conversations and to raise their hand if they have questions or comments in an effort to ensure an orderly meeting.

James Young introduced himself to the members and advised that he is aware of the concerns expressed at the last meeting due to the proposed Bylaw amendment. Mr. Young noted that the existing Bylaws are very unique and, due to changes in Texas Property Code since their recordation in 1980, require a number of elements to be updated. Mr. Young advised that while some provisions will require changes, per Texas Property Code, others can be customized to meet the needs of the community. Mr. Young stated that his firm is willing to work with the Bylaw committee to create a document that meets the requirements of Property Code and satisfies the membership.

**CONSTABLE'S REPORT:** The Constable advised that car break ins have increased, most likely due to teenagers on summer break and explained the patrol area covered under the Constable contract. She advised that 6 deputies are assigned to the area, with 2 deputies working each shift. She advised that the speed limit in residential areas is 30 mph unless otherwise posted. She encouraged homeowners to submit a vacation watch request if they will be traveling.

**OFFICER REPORTS:**

a) President – Rosanna Hinde

Director Hinde advised that the 4<sup>th</sup> of July party had a great turn out and reminded the members that the July assessment is due by the end of the month.

b) Secretary – Angie Lootens

Officer Lootens advised that the Association recently partnered with Chick Fil A for a sponsorship night on July 11<sup>th</sup>. Everyone who mentioned Nottingham West had their receipt collected and Chick Fil A donated 15% of those sales to Nottingham West. Chick Fil A has offered to hold another sponsorship night on August 8<sup>th</sup>. A flyer will be posted on the website with more information. Officer Lootens reminded the members to keep their email addresses up to date for electronic newsletters, community updates and security alerts. She also noted that the website has recently been updated.

## **COMMITTEE REPORTS:**

### **a) Nottingham Task Force**

Director Hinde advised that herself and Dan Whitton, along with representatives from neighboring communities, have reviewed the Nottingham Redevelopment Project (formerly Kirkwood Drainage Project) and are making recommendations for modifications in the plans to best benefit Nottingham West and the surrounding communities.

### **b) Park Update**

Director Hinde advised that the gazebo installation is scheduled for July 25<sup>th</sup> so the park will be closed until installation is complete. Director Hinde reviewed the park renovation expense summary, noting that the project came in under budget. She also noted that a shade structure was not included in the initial plans and will be voted on during new business. The funds for this addition would come from the park budget surplus and operating funds.

## **NEW BUSINESS:**

Homeowners were advised that a bid comparison was included in their packet for all items up for vote. This comparison includes the vendor name, description of the bid, amount, and recommendation.

### **a) Park Votes**

1. Landscape Maintenance Contract – Director Hinde advised that the landscape installation that was included in the park renovation budget did not include regular maintenance and noted the importance of quarterly maintenance to maintain the integrity of the investment. After discussion, motion was made, seconded and carried to approve the proposal from Oden Design at a cost of \$375.00 per visit, or \$2,075.00 annually.
2. Playground Shade Structure – Director Hinde advised that this was considered following the removal of a tree that provided shade in the park. After discussion, the membership voted against pursuing this project.

### **b) Pool Votes**

1. Replastering – Stan Sullivan introduced himself as owner of Sweetwater Pools and advised that they have managed and maintained the Nottingham West facility for over 25 years. He noted that the pool was rebuilt in 2000 and that plaster typically has a 7-10 year lifespan. The plaster is currently deteriorating and several items will require modifications to bring up to new codes. He also noted that, due to the long term relationship with the community, he would like to offer a mosaic tile feature in the kiddie pool at no charge. The work would be scheduled to begin in October, once the pool season has concluded. Following review of the other proposals and discussion, motion was made, seconded and carried to approve the proposal from Sweetwater Pools at a cost of \$19,062.00.
2. Pool Tags – Director Hinde advised that, in response to complaints of non-resident use of the pool, Sweetwater Pools was instructed to require visitors to sign in so they can verify that they are residents of the community. This causes a need for a 3<sup>rd</sup> lifeguard to ensure that the gate and pool are being properly monitored. Director Hinde advised that pool tags can be considered for future years at a cost of \$5.00 per tag. A discussion was held and a homeowner suggested using a combo lock. Director Hinde asked the homeowner to research this and bring more information to the next meeting for further consideration. A homeowner referenced the potential impact on the tax exempt status.

### **c) NWCC Committees**

1. Nominating – Director Hinde advised that the nominating committee will be tasked with making recommendations for officers to be up for election at the January 2017 meeting. Nancy Bailey was appointed as chairperson, with David Rilling, Julie Otermat, Katie Meyers, and Mariju Wille appointed as committee members.
2. Audit – Director Hinde advised that the audit committee chairperson will be either Reed Brown

or Rosanna Hinde, pending further review of the Bylaws, with John Knobelsdorf appointed as a committee member.

3. Bylaw Review – Director Hinde advised that this is an ad hoc committee that will be tasked with recommendations for updates to the existing Bylaws. The primary purpose of the committee is to identify issues with the previously drafted proposed Bylaws and to present a revamped version for the membership to vote on. Dave Peter was appointed as chairperson, with Dan Whitton, Steve Deserens, Luis Miramontes, and Kaitlyn Sharp (Knobelsdorf) as committee members.

James Young noted that committee charters will be put into place to expand on the provisions outlined in the Bylaws and to provide clarity and consistency over time.

**FLOOR MOTIONS:** A homeowner made a motion to look into repairing or replacing the pool slide.

A homeowner made a motion to consider switching back to City of Houston trash service. Director Hinde advised that it is not possible to pursue this as the City has offered reimbursements in order to reduce the number of communities it services.

A homeowner made a motion to look into speed bumps. Officer Lootens advised that new information has recently been released and this was included in the June 2016 newsletter.

A homeowner requested additional information on the Kirkwood project. Director Hinde advised that she can be contacted directly with questions or concerns.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 9:04 p.m.

**APPROVAL:**

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**Authorized Officer**

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**Date**