

MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON OCTOBER 12, 2016 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

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

DIRECTORS AND OFFICERS ABSENT: Mark Dessens (past President).

IN ATTENDANCE: Hayley Rayder and Lucea'n Kuykendall, representing Crest Management.

CALL TO ORDER: The meeting was called to order at 7:35 p.m. with 25 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 Quarterly meeting held on July 20, 2016 were approved.

CONSTABLE'S REPORT: The Constable reported that there have been car burglaries and most of the cars were left unlocked. There have also been reports of suspicious vehicles in the community but it was determined that most of them were the Amazon delivery drivers.

OFFICER REPORTS:

a) President – Rosanna Hinde

Director Hinde discussed two issues at hand – the pool slide and the replacement of 5 ceiling fans at the pool. Director Hinde instructed Crest to send her the budget showing the approved 1% increase in HOA dues and to review the pool expenditures to make sure billing was accurate.

b.) Treasurer – Pam Ziegenbein

Agent to review financials.

c.) Secretary – Angie Lootens

Reported typo in newsletter - Halloween parade is October 31, 2016.

COMMITTEE REPORTS:

a.) **Architectural Committee:** Preston Mood reported for the ACC that there are several homes for sale in the community and no major ongoing projects taking place at this time.

b.) **Nominating Committee:** Ms. Nancy Bailey reported that they are still looking for members willing to run for officer positions. They are also looking for volunteers to serve on a social committee.

c.) **Audit Committee:** Mr. Reed Brown reviewed the association financials and explained that the major expenses of the association are set expenses that do not change. He explained that the reserve money was used for the park construction and the rest was used to re-plaster the pool.

d.) **By Law Committee:** David Peters reported that they are still reviewing the current by laws. In order to get a better understanding of how other HOA's by laws read, they reviewed several neighboring HOA by laws to compare. They are not ready to make official recommendations at this time but are actively working in this project and will present their formal recommendations once they are complete.

NEW BUSINESS:

a.) 2017 Budget

President Rosanna Hinde recommended a 1% increase to the association dues for 2017. Approved pending receipt of updated budget reflecting the 1% increase option.

b.) Pool Votes

i. Pool Slide - A homeowner made a motion to table the pool slide proposal. Motion was seconded and carried to table.

ii. Ceiling Fans – A homeowner made the motion to table the ceiling fan proposal. Motion was seconded and carried to table.

FLOOR MOTIONS: Director Hinde made a proposal to move quarterly meetings from Wednesday nights to Sunday nights but no motions were made.

ADJOURNMENT: There being no further business to discuss, the meeting was adjourned at 8:40 p.m.

APPROVAL:

Authorized Officer

Date