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# Nottingham West Civic Club Inc.

a non-profit corporation

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WINTER 2012

[NOTTINGHAMWEST@HOTMAIL.COM](mailto:NOTTINGHAMWEST@HOTMAIL.COM)



## Nottingham West 2013 Budget and Assessment

The Nottingham West Civic Club officers and board of directors have reviewed the proposed NWCC budget for 2013 and the Revenue & Expense summary is included on page 4. Our deed restrictions allow for an assessment increase equal to the Consumer Price Index without a homeowner vote. Due to increased maintenance costs, the officers and board have approved an assessment increase for 2013 of \$8 per household, based on the CPI of 1.4% as of July 31, 2012.

The current annual dues are \$600 per household and will increase to \$608 effective January 1. Homeowners will receive a separate statement mailed directly from RealManage for January dues of \$304. Assessments are due by January 31 and may be paid online through the RealManage web site (See details on page 2).

The cost to maintain our neighborhood as a desirable place for families to live continues to increase. At the January meeting, we will discuss a proposed increase to homeowner dues of 6% to 7.5%, beginning in July 2013. This will create a reserve fund to cover unexpected expenses.

Please review the budget information and attend the annual meeting on January 16. This is *your* neighborhood and needs *your* help and input to keep it a subdivision of choice in West Houston.



### January Quarterly Meeting

The next meeting of the Nottingham West Civic Club will be held **Wednesday, January 16 at 7:30 pm.**

We will meet in the Nottingham Park Meeting Room at 926 Country Place Dr.

We look forward to seeing you there!

## 2013 Officer Elections

The current NWCC officers have expressed their intention to run for reelection in 2013. If anyone is interested in running for office in 2013, please send an e-mail to [nottinghamwest@hotmail.com](mailto:nottinghamwest@hotmail.com) or 14127 Kingsride Lane no later than December 31.

Officer elections will be held at the annual meeting on January 16. If you are unable to attend the meeting and require a proxy ballot, please send an e-mail to [nottinghamwest@hotmail.com](mailto:nottinghamwest@hotmail.com) or drop a note to 14127 Kingsride Lane no later than December 31.

## Nottingham West Civic Club Winter Meeting Agenda January 16, 2013

The planned agenda is provided below. We look forward to seeing you there!

1. Call to Order
2. Adoption of the Agenda
3. Approval of the Minutes
4. Constable's Report
5. Officers' Reports
6. Committee Reports
7. New Business
  - a. Officer elections
  - b. Budget approval
  - c. Proposed increase in homeowner dues
8. Proposed Business for Next Meeting

7:30 pm @ Nottingham Park  
Meeting Room

## Upcoming Votes

### Trash Contract

Our contract with the current trash vendor, Republic Services, expires in July 2013. Please expect a vote on a new contract in April 2013. If you are interested in joining the Trash Committee, contact Angie Lootens.

### NW Park Improvements

In October, homeowners voted to upgrade the park and playground. The Park Committee will announce the funding levels and improvement options at the January meeting and a vote will be taken in April 2013.

## Neighborhood Notes

### Neighborhood Security

- Call the Precinct 5 Constable at 281-463-6666 to report suspicious persons or vehicles.  
**Dial 9-1-1 in an emergency.**
- If you're heading out of town, be sure to notify the Constable, 281-463-6666.
- If you're interested in receiving e-mails about neighborhood security incidents send an e-mail to Pam Ziegenbein at [pziegenbein@att.net](mailto:pziegenbein@att.net)

### Planning Exterior Improvements?

Send the details to the Architectural Control Committee (ACC) at [nottinghamwest@hotmail.com](mailto:nottinghamwest@hotmail.com)

### Newsletter by E-Mail

Prefer to receive this newsletter by e-mail? Send your e-mail address to [nottinghamwest@hotmail.com](mailto:nottinghamwest@hotmail.com)

### RealManage Services

Visit the RealManage website to pay NWCC assessments online and review financial statements and other information. ([www.realmanage.com](http://www.realmanage.com)) To use the online payment features, you will need the Association ID and the Acct #/Check Digit printed in the upper right corner of the NWCC statement to setup your account. For assistance, call RealManage Customer Service at 866-473-2573.

### NWCC Officers

David Campbell, President  
John Benton, Vice President  
Angie Lootens, Secretary  
Pam Ziegenbein, Treasurer

**Nottingham West Civic Club**  
**Meeting Minutes**  
**October 17, 2012**

- 1) Meeting called to order at 7:33 with 27 households represented.
- 2) Agenda adopted
- 3) Minutes reviewed and approved as printed
- 4) Constables Report: One incident since August 1
  - a) One theft call, but no report filed.
  - b) One abandoned vehicle
- 5) Officer's Reports
  - a) Secretary – Angie Lootens
    - i) If you are interested in receiving the newsletter by email, or if you have anything to include in the next edition, send the information or your email address to [nothinghamwest@hotmail.com](mailto:nothinghamwest@hotmail.com).
  - b) Treasurer – Pam Ziegenbein
    - i) Send your email address to [pziegenbein@att.net](mailto:pziegenbein@att.net) or [nothinghamwest@hotmail.com](mailto:nothinghamwest@hotmail.com) to be added to the neighborhood security email distribution.
    - ii) RealManage is now sending out delinquency notices and collections have improved. 93% of the neighborhood is current with Civic Club assessments.
    - iii) Twenty-one homeowners have outstanding dues for a total of \$18,233, with eight properties accounting for \$13,186 or 72% of the total amount outstanding.
  - c) Vice President – John Benton
    - i) See New Business below.
  - d) President – Dave Campbell
    - i) Welcome Committee: We are setting up a Welcoming Committee and would like a volunteer for each street to welcome new homeowners. If you're interested in joining the Welcoming Committee, please contact Dave Campbell or send an email to [Nottinghamwest@hotmail.com](mailto:Nottinghamwest@hotmail.com)
- 6) Committee Reports
  - a) Architectural Control
    - i) There are 22 new homes approved for construction; nineteen have already been completed.
    - ii) Homeowners that experience problems with builders should contact Preston Mood at 281-543-7994.
    - iii) A homeowner reported a problem with city workers on Kirkwood. The best way to address these problems is to call 3-1-1, or visit the City of Houston web site ([www.houstontx.gov](http://www.houstontx.gov)). Be sure to get a case number.
- 7) New Business
  - a) John Benton presented details about the proposed upgrade for the Nottingham West Playground and Park. This vote was to determine if the neighborhood supports improvements to the park. A future discussion and vote will be held to determine specific upgrades and costs. Motion made and seconded to vote on the plan.
  - b) The upgrade was approved. Sixty four homeowners voted with 36 in favor and 28 opposed. Thirty-seven votes were cast by e-mail/ mail.
- 8) Meeting adjourned at 9:15 pm

Minutes approved by: David Campbell, John Benton, Angela Lootens, Pam Ziegenbein

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## Nottingham West Civic Club Revenue & Expense Summary

Revenues and Expenses	2012	2013 Budget
<b>REVENUES</b>		
<i>2012 Assessment - \$600</i>	\$ 209,400	
<i>Other Income (City Trash Reimbursement, etc...)</i>	\$ 30,638	
<b>TOTAL 2012 REVENUES</b>	<b>\$ 240,038</b>	
<i>2013 Assessments with 1.4% Increase - \$608</i>		\$ 212,206
<i>2013 Assessments with 6% Increase - \$636</i>		\$ 221,964
<i>Other Income (City Trash Reimbursement, etc...)</i>		\$ 34,120
<b>2013 TOTAL REVENUES - 1.4% increase</b>		<b>\$ 246,326</b>
<b>2013 TOTAL REVENUES - 6% increase</b>		<b>\$ 256,084</b>
<b>EXPENSES</b>	<b>as of 11/30/12</b>	<b>2013 Budget</b>
<b><u>Direct Operating</u></b>		
Electricity	\$ 7,673	\$ 9,000
Landscape Maintenance	\$ 4,670	\$ 5,400
Pool Operating Expenses	\$ 38,218	\$ 37,500
Repairs and Maintenance	\$ 743	\$ 1,000
Security and Patrols	\$ 70,170	\$ 71,500
Exterminating	\$ 2,173	\$ 2,000
Telephone (pool)	\$ 1,034	\$ 1,200
Trash Removal (New contract at lower rate in July 2013)	\$ 82,246	\$ 60,000
Water and Wastewater	\$ 4,676	\$ 3,550
<b><u>Total Direct Operating Expenses</u></b>	<b>\$ 211,603</b>	<b>\$ 191,150</b>
<b><u>General and Administrative Expenses</u></b>		
Professional Fees	\$ 3,868	\$ 3,600
Bad Debts	\$ 2,200	\$ 300
Collection Expense (in 2012 this expense included in "Administration" and "Professional Fees")	\$ -	\$ 1,500
Homeowner Activities	\$ 200	\$ 500
Website/Homeowner Communications	\$ 233	\$ 780
Insurance	\$ 1,560	\$ 2,600
Management Fee	\$ 5,550	\$ 10,080
Administration	\$ 2,097	\$ 500
<b><u>Total General and Administrative Expenses</u></b>	<b>\$ 15,708</b>	<b>\$ 19,860</b>
<b>TOTAL EXPENSES</b>	<b>\$ 227,311</b>	<b>\$ 211,010</b>
<b>2012 Net Surplus</b>	<b>\$ 12,727</b>	
<b>2013 NET SURPLUS (DEFICIT) WITH CPI (1.4%) INCREASE</b>		<b>\$ 35,316</b>
<b>2013 NET SURPLUS (DEFICIT) with 6% INCREASE</b>		<b>\$ 45,074</b>