

NOTTINGHAM WEST



Civic Club Inc.

September 2016

Web site: www.nottinghamwest.net E-mail: nwcc@earthlink.net

PARK RENOVATION COMPLETE!

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It's been a long time coming, but, finally, the park renovation is complete...and it looks fantastic!

NWCC began discussing the idea of renovating the park in 2012. John Benton, NWCC VP (2009 - 2015), had a vision of families hosting their kids' birthday parties in the park, complete with a bouncy house. John, along with fellow NW homeowner and landscape architect Meade Mitchell, developed the design approved by the park committee and homeowners.

In April 2012, a park committee was established to evaluate the options and costs of renovating the park. An initial vote on upgrading the park was approved at the October 2012 meeting. The final vote to approve the renovation was taken at the July 2013 meeting. Funding was collected via semi-annual assessments from January 2014 - January 2015.

NWCC dealt with delays and multiple rejections trying to obtain the necessary permits from the City of Houston. After a few design changes, permits were finally granted and in January 2016 construction began. Installation of the final components- the pavilion and fencing- was completed in August.

Special thanks to John Benton for his tireless efforts to complete the project!

Come on down and enjoy your new park!

Votes Scheduled for the October NWCC Meeting

Pool Area

- Repair or Replace Pool Slide
- Replace Ceiling Fans



NWCC 2016 National Night Out

NWCC is hosting a National Night Out at the Nottingham West Park on October 4, from 6 to 7:30 p.m.!

Now that the park renovation is complete, head over to the park and hang-out with our constables, old friends and meet new neighbors.

NWCC Semi-Annual Assessments

The first semi-annual assessment statement for 2017 will be mailed to homeowners in early December. Be on the lookout for your statement and make plans to pay the amount due by January 31.

NWCC will work with any owner in need of additional time to bring their account current. Accounts in arrears as of February 1, 2017 will incur finance charges unless arrangements are made. To inquire about payment plans, or to confirm your mailing address, call Staci Tucker at Crest Management, 281-945-4651. To pay your NWCC assessments with a credit card or online, visit www.crest-management.com

2017 Officer Elections

The 2017 Officer Elections will be held at the January Annual NWCC Meeting. If you are interested in running for office, send an email to the Nominating Committee at catbhouston@gmail.com or nwcc@earthlink.net by December 31 to declare your candidacy. Be sure to include your contact information, the office you are running for and your qualifications. Only Nottingham West homeowners are eligible to run for office.



NWCC 2016 October Meeting

The October meeting of the Nottingham West Civic Club will be held on **Wednesday, October 12, 2016 at 7:30 pm**. The meeting will be held in the **Nottingham Park Meeting Room, 926 Country Place Dr**. We hope to see you there!

- 1) Call to Order
- 2) Adoption of the Agenda
- 3) Adoption of the Minutes
- 4) Constables Report
- 5) Officer Reports
 - a) President
 - b) Treasurer
 - c) Secretary
 - d) Financial Review
- 6) Committee Reports
 - a) Nominating
 - b) Audit
 - c) Bylaw
- 7) New Business
 - a) 2017 Budget
 - b) Pool Votes
 - i) Pool Slide
 - ii) Ceiling Fans
- 8) Proposed Business for January Meeting
 - a) Motions from homeowners (2 minute limit)

Nottingham Notes



Welcome New Neighbors!!

NWCC warmly welcomes our new neighbors. We hope to see you at the Civic Club meeting next month. If you have any questions, please contact any of the NWCC officers or visit our website.

Neighborhood Security

- Report suspicious persons or vehicles to the Pct. 5 Constable at 281-463-6666. **Always dial 9-1-1 in an emergency.**
- If you're heading out of town, be sure to notify the Constable.

Yard of the Month Winners!

Our neighborhood has some lovely landscaping! Recent winners are:

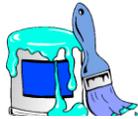
- **July:** 14014 Barryknoll
- **August:** 883 Carlingford
- **September:** 14102 Britoak

Congratulations to all the winners!

Missing Out on NWCC Newsletters?

If NWCC newsletters aren't making it to your Inbox, please make sure we have your current email address on file and nwcc@earthlink.net is added to your approved contact list. No email? Make sure that Crest Management has your current mailing address on file.

Planning to Paint?



Exterior changes like repainting your home or major front or side landscaping changes must be approved by the Architectural Control Committee **before** the work is done. Email the details to the ACC at nwcc@earthlink.net. Your plans will be reviewed and once approved, work can begin. If you're painting, be sure to include the paint manufacturer and color names and numbers.

DRV Reminder

Keep these property maintenance tips in mind: mow and edge weekly, keep weeds under control, make sure all planting materials, RVs, boats, trailers, etc... are out of sight. Obtain ACC approval before placing a storage pod / dumpster in the driveway. Refer to the deed restrictions for complete information.

NWCC Web Site

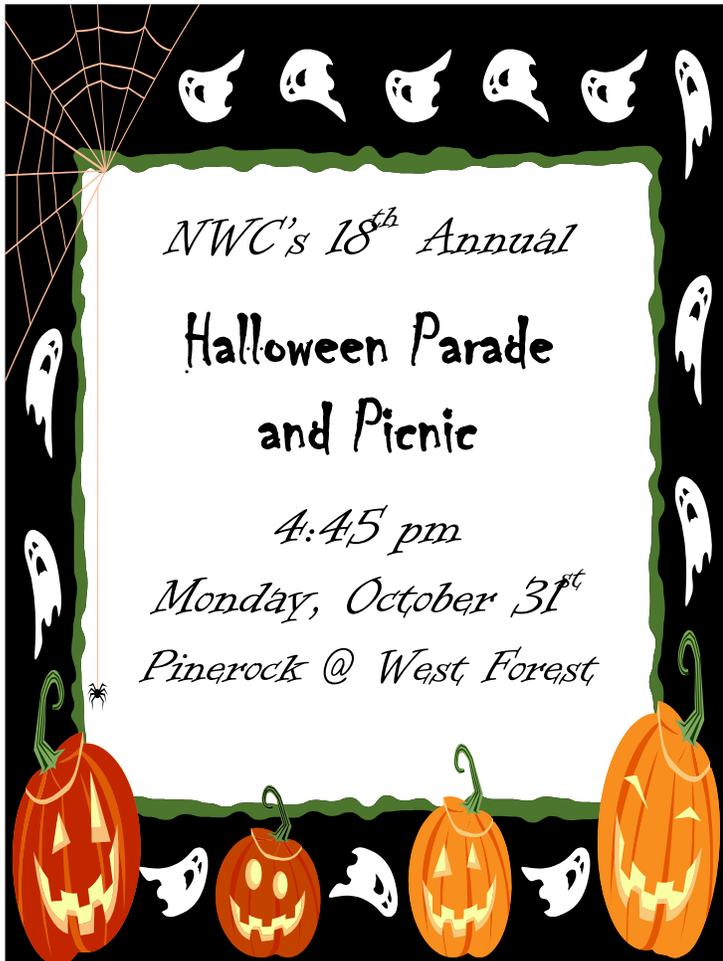
Visit www.nottinghamwest.net for helpful information on NWCC meetings, assessments, trash pick-up, pool & park hours and more.

Crest Management

Contact our management services team at 281-579-0761 Monday thru Friday from 9:00 a.m. to 5:00 p.m. Visit them on the web at www.crest-management.com

NWCC Officers

Rosanna Hinde, President
Pam Ziegenbein, Treasurer
Angie Lootens, Secretary



Home Security Tips

- **Report suspicious people, vehicles or behavior to the Constable at 281-463-6666.**
- Keep porch lights on at night, front and back.
- Lock your back gate.
- **Use your home alarm every time and list Precinct 5 Constable as the first responder.**
- In the event you have a break-in, call the Constable as they respond faster than HPD.

NWCC Bylaw Review Committee Update

The NWCC Bylaws committee was formed at the July 20, 2016 meeting. The members of the committee include three former NWCC officers, Kaitlyn Sharp, Steve Diserens, and David Peters, joined by NW homeowners Dan Whitton and Luis Miramontes.

The goals of the committee are to develop proposed changes to our current bylaws that are acceptable to the members and subsequently approved by the members. Included in those goals are two objectives: 1) propose amended bylaws that are consistent with current state laws and 2) propose amendments to our current bylaws that are required and propose amendments that provide clarity and efficiency for NWCC management.

To begin the process, a survey of nearby HOAs was undertaken including Nottingham, Nottingham IV, Nottingham Forest, Nottingham Forest VIII, Westchester and Wilchester. The most significant difference between our bylaws and our neighbors is that other HOAs have Boards of Directors or Boards of Trustees ranging from five to nine people. NWCC has three, if no one moves out of Nottingham West. In addition, other HOA Directors are elected every two years, while ours are only elected when they become President. One more difference is that Officers for other HOAs are elected by the Board from elected Board members, whereas NWCC elects Officers directly by the members.

The Bylaws committee will continue to evaluate the necessary and recommended changes to our bylaws. We will communicate updates to the NWCC BOD and Officers as discussions continue.

The NWCC website has been updated and improved!!
Check it out at nottinghamwest.org or nottinghamwest.net



Nottingham West Fundraiser

Nottingham West earned \$106 from the summer fundraising opportunities provided by Greg Kubala, owner of the Chick-fil-A on Dairy Ashford. Not a huge amount for sure, but it means 75-80 people dropped their receipts into the fundraising bucket. This represents 15% of designated inside and drive-thru sales on July 11 and August 8.

NWC Holiday Lights Contest

We hate to talk about holiday decorating before Halloween, but the Winter NWCC newsletter will publish just before the holiday light contest deadline and we want everyone to participate. Last year there were some fabulous decorations out there!

Decorate and light up your home by 7:00 pm on December 19th to be entered in the annual NWC Holiday Lights contest. Winners will have bragging rights all year! But don't forget to take your decorations down in January.



Holiday Safety Tips

The holidays are on the way and we all look forward to that wonderful and festive time of year. That can quickly change if you become the victim of a holiday break-in. Here are a few tips to keep in mind this season.

- If you're traveling out-of-town, be sure to setup a vacation watch with the Constable at (281)463-6666 or use the [Precinct 5 Online Vacation Watch Form](#)
- Make your house look lived in if you're away. Use light timers in various rooms and arrange for someone to collect mail and newspapers.
- Don't post vacation plans to Facebook and Twitter or leave a voice mail greeting telling callers you are out of town.
- Remove garage door openers from cars parked in the driveway and lock garage entry doors.
- Notify trusted neighbors that you will be away and leave an emergency contact number.



Nottingham West Civic Club Meeting Minutes

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.

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 4th 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 11th. 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 8th. 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 25th 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.

Park Votes:

- a. 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.
- b. 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.

Pool Votes

- a. 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.
- b. 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 3rd 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.

NWCC Committees

- a. 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.
- b. 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.
- c. 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 Diserens, 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. A homeowner made a motion to look into repairing or replacing the pool slide.
- b. 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.
- c. 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.
- d. 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.