

ANNUAL MEETING OF THE MEMBERS OF THE NOTTINGHAM WEST CIVIC CLUB, INC.

DATE: February 13th, 2020
TIME: 7:00 P.M.
LOCATION: Nottingham Park Meeting Room
926 Country Place Dr. Houston, TX
77079

MEETING AGENDA

- I. Call to Order
- II. Adoption of the Agenda
- III. Constables Report
- IV. Officer Reports:
 - a) President
 - 1. Constable Contract- Renewed
 - 2. Pool Contract- To be renewed
 - 3. Lawn Care Services- Kirkwood- Looking for Bids
 - 4. Liens
 - b) Treasurer
 - 1. 2019 NWCC Financial Report Review
- V. Committees:
 - a) ACC Committee Report
 - 1. Report
- VI. New Business
 - a) Seeking volunteers for HOA roles
 - 1. President
 - 2. Vice-president
 - 3. Treasurer
 - 4. Secretary
 - b) Pool House Update
 - 1. Survey and Architectural Services
- VII. Proposed Business for April 2020 Meeting
 - a) Motions from the homeowners -Two minute limit per homeowner
- VIII. Adjournment

Nottingham West Civic Club

Balance Sheet As of 12/31/19

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
CASH					
112	Alliance Bank - Petty Cash	286.90			286.90
121	Alliance Bank - Operating	170,954.18			170,954.18
122	Alliance Bank - Money Market		39,876.66		39,876.66
	TOTAL CASH	171,241.08	39,876.66	.00	211,117.74
OTHER ASSETS					
140	Accts Rec - HO Assessments	2,302.68			2,302.68
141	Accts Rec - HO Late Fees	744.42			744.42
143	Accts Rec - HO Interest	90.73			90.73
144	Accts Rec - HO Legal Reimb	.03			.03
148	Accts Rec - HO DR Fees	100.00			100.00
150	Accts Rec - HO Certified Lettr	90.00			90.00
152	Garbage Reimburse Receivable	10,470.00			10,470.00
156	Allowance For Bad Debts	(5,627.31)			(5,627.31)
	TOTAL OTHER ASSETS	8,170.55	.00	.00	8,170.55
	TOTAL ASSETS	179,411.63	39,876.66	.00	219,288.29
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
215	Construction Deposits	33,750.00			33,750.00
220	Prepaid Assessments	48,565.05			48,565.05
	Subtotal Current Liab.	82,315.05	.00	.00	82,315.05
EQUITY:					
355	Operating Fund Balance	82,386.47			82,386.47
356	Reserve Fund Balance		4,851.67		4,851.67
	Current Year Net Income/(Loss)	14,710.11	35,024.99	.00	49,735.10
	Subtotal Equity	97,096.58	39,876.66	.00	136,973.24
	TOTAL LIABILITIES & EQUITY	179,411.63	39,876.66	.00	219,288.29

Nottingham West Civic Club

Income/Expense Statement
 Period: 12/01/19 to 12/31/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
INCOME:								
00410	Assessments	19,776.65	19,776.63	.02	237,320.00	237,320.00	.00	237,320.00
00412	HO NSF Check Fees	.00	.00	.00	50.00	.00	50.00	.00
00413	HO Deed Enforcement Fees	50.00	.00	50.00	175.00	.00	175.00	.00
00415	HO Interest Income	.00	83.37	(83.37)	530.93	1,000.00	(469.07)	1,000.00
00418	HO Certified Letter Fees	.00	.00	.00	330.00	.00	330.00	.00
00420	HO Late Fees	50.00	.00	50.00	4,355.19	1,000.00	3,355.19	1,000.00
00422	HO Legal/Atty Reimbursement	.00	.00	.00	2,348.99	500.00	1,848.99	500.00
00423	HO Construction Fees	500.00	83.37	416.63	5,000.00	1,000.00	4,000.00	1,000.00
00424	HO Pool Keys	.00	.00	.00	5,700.00	.00	5,700.00	.00
00425	Operating Interest Income	15.68	8.37	7.31	183.93	100.00	83.93	100.00
00430	Garbage Rebate	2,094.00	2,094.00	.00	25,130.75	25,128.00	2.75	25,128.00
	Subtotal Income	22,486.33	22,045.74	440.59	281,124.79	266,048.00	15,076.79	266,048.00
EXPENSES								
ADMINISTRATIVE & OFFICE								
00510	Administrative/Accounting Fee	860.00	830.00	(30.00)	10,555.00	9,960.00	(595.00)	9,960.00
00512	DR Enforcement Contract	528.05	416.63	(111.42)	6,035.40	5,000.00	(1,035.40)	5,000.00
00513	DR & ACC expenses	.00	41.63	41.63	.00	500.00	500.00	500.00
00520	Legal Fees - Homeowners	.00	291.63	291.63	1,892.08	3,500.00	1,607.92	3,500.00
00525	Legal Fees Corporate	.00	208.37	208.37	51.02	2,500.00	2,448.98	2,500.00
00530	Audit & Tax Prep Fees	.00	.00	.00	500.00	500.00	.00	500.00
00540	Postage, Printing, Mailouts	318.90	166.63	(152.27)	3,526.55	2,000.00	(1,526.55)	2,000.00
00545	Meeting Expense	.00	41.63	41.63	287.92	500.00	212.08	500.00
00550	Record Storage	35.00	.00	(35.00)	35.00	.00	(35.00)	.00
00555	Collection Notices Expenses	.00	.00	.00	270.00	.00	(270.00)	.00
00560	Web Site & Internet	37.93	50.00	12.07	455.16	600.00	144.84	600.00
00570	Community Events	.00	.00	.00	.00	500.00	500.00	500.00
00590	Other Admin Expenses	.00	20.87	20.87	.00	250.00	250.00	250.00
	ADMINISTRATIVE & OFFIC	1,779.88	2,067.39	287.51	23,608.13	25,810.00	2,201.87	25,810.00
POOL								
00610	Pool Contract & Lifeguard	715.71	1,000.00	284.29	37,189.27	38,000.00	810.73	38,000.00
00615	Pool Repairs & Maintenance	.00	.00	.00	1,019.00	4,000.00	2,981.00	4,000.00
00620	Pool Supplies & Equipment	48.68	.00	(48.68)	364.76	2,500.00	2,135.24	2,500.00
00624	Pool Permits	.00	.00	.00	373.58	1,350.00	976.42	1,350.00

Nottingham West Civic Club

Income/Expense Statement
 Period: 12/01/19 to 12/31/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
	POOL	764.39	1,000.00	235.61	38,946.61	45,850.00	6,903.39	45,850.00
UTILITIES								
00632	Electricity	415.74	500.00	84.26	4,646.41	6,000.00	1,353.59	6,000.00
00634	Water/Sewer	113.58	250.00	136.42	3,667.70	3,000.00	(667.70)	3,000.00
00640	Telephone	85.21	62.50	(22.71)	1,003.59	750.00	(253.59)	750.00
	UTILITIES	614.53	812.50	197.97	9,317.70	9,750.00	432.30	9,750.00
GARBAGE & SECURITY								
00655	Garbage Service Contract	4,495.12	4,750.00	254.88	53,941.44	57,000.00	3,058.56	57,000.00
00658	Security Service Contract	6,437.39	6,437.50	.11	77,248.68	77,250.00	1.32	77,250.00
	GARBAGE & SECURITY	10,932.51	11,187.50	254.99	131,190.12	134,250.00	3,059.88	134,250.00
LANDSCAPING & GROUNDS								
00755	Grounds Maint Contract-Kirkw	1,276.78	1,255.00	(21.78)	15,173.87	15,060.00	(113.87)	15,060.00
00756	Grounds Maint Contract-PoolIP	150.00	375.00	225.00	3,131.17	4,500.00	1,368.83	4,500.00
00758	Mosquito Fogging	105.00	.00	(105.00)	1,330.00	1,000.00	(330.00)	1,000.00
00760	Other Grounds Maintenance	.00	83.37	83.37	140.00	1,000.00	860.00	1,000.00
00763	Other Rec Repairs, Maint, Sup	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
00770	Property Mowing/Force Mows	.00	16.63	16.63	.00	200.00	200.00	200.00
	LANDSCAPING & GROUNI	1,531.78	1,730.00	198.22	19,775.04	22,760.00	2,984.96	22,760.00
INSURANCE & OTHER								
00785	Insurance	.00	3,000.00	3,000.00	8,567.00	11,500.00	2,933.00	11,500.00
00790	Property Taxes	.00	50.00	50.00	10.08	50.00	39.92	50.00
00810	Miscellaneous/Other	.00	27.37	27.37	.00	328.00	328.00	328.00
00950	Transfer to/(from) Reserves	35,000.00	15,750.00	(19,250.00)	35,000.00	15,750.00	(19,250.00)	15,750.00
	INSURANCE & OTHER	35,000.00	18,827.37	(16,172.63)	43,577.08	27,628.00	(15,949.08)	27,628.00
	TOTAL OPERATING EXPENS	50,623.09	35,624.76	(14,998.33)	266,414.68	266,048.00	(366.68)	266,048.00

Nottingham West Civic Club

Income/Expense Statement
 Period: 12/01/19 to 12/31/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
	OPERATING SURPLUS/(DEF	(28,136.76)	(13,579.02)	(14,557.74)	14,710.11	.00	14,710.11	.00
RESERVE REVENUE								
00965	Transfer from/(to) Operating	35,000.00	15,750.00	19,250.00	35,000.00	15,750.00	19,250.00	15,750.00
00970	Reserve Interest Income	1.44	.87	.57	24.99	10.00	14.99	10.00
	TOTAL RESERVE REVENUE	35,001.44	15,750.87	19,250.57	35,024.99	15,760.00	19,264.99	15,760.00
RESERVE EXPENSES								
00990	TBD Improvements	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	5,000.00
	TOTAL RESERVE EXPENSES	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	5,000.00
	RESERVE SURPLUS/(DEFICI	35,001.44	10,750.87	24,250.57	35,024.99	10,760.00	24,264.99	10,760.00
	TOTAL SURPLUS/(DEFICIT)	6,864.68	(2,828.15)	9,692.83	49,735.10	10,760.00	38,975.10	10,760.00