

MINUTES OF THE ANNUAL HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON JANUARY 18, 2017 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: Lucea'n Kuykendall, Cori Reuss, and Victoria Schoon representing Crest Management.

CALL TO ORDER: The meeting was called to order at 7:41 p.m. with 50 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 October 12, 2016 were approved.

CONSTABLE'S REPORT: The Constable reported that there have been some car burglaries and most of the cars were left unlocked. It was reported that everything was nice in the subdivision with no major issues. She reminded the community about the Vacation Watch program and the Citizen Police Academy – both useful programs for residents. She also informed free self-defense course for women that can be signed up on the internet¹. Responding to some aggressive behaviors from solicitors, she recommended to put a No Soliciting sign in front of the house, which may help to a certain degree.

OFFICER REPORTS:

a) President – Rosanna Hinde

Director Hinde reported that the Memorial Drive Reconstruction project is approximately 30%. Mulch has been added to the park. She advised owners to look for communication regarding the Drainage Project from One Nottingham regarding the vote for either bike lanes or to save the trees.

b.) Treasurer – Pam Ziegenbein

No update. Agent to review financials.

c.) Secretary – Angie Lootens

No update.

COMMITTEE REPORTS:

a.) **Architectural Committee:** Preston Mood reported for the ACC that he last house under construction is almost complete. There are two (2) homes doing remodeling. He advised owners to send ACC applications to both Nottingham West Civic Association and to Crest Management.

b.) **Nominating Committee:** It was reported that the ACC Committee is 1 member short. Mr. John Benton volunteered to be on the Committee.

c.) **Audit Committee:** Mr. Reed Brown reviewed the association financials and explained that the Pest Control and Landscaping fees are inconsistent.

d.) **By Law Committee:** David Peters gave an update on the revisions of the by-laws with the committee's recommendations. A copy of the Amended Bylaws is posted on the NWCC Governance page on the Nottingham West website for members to review. A vote to accept the amended bylaws will be planned for a future meeting.

OFFICERS ELECTIONS

a) Officer Elections

NWCC introduced the nominees that were on the ballot and asked for floor nominations. There were

¹ Google search points to this web address: : <http://www.constablepct5.com/rad/>.

no floor nominations and the following officers were elected by majority vote: Luis Miramontes for President, James Abel for Vice President, Fuping Zhu for Secretary, and Nancy Bailey was elected as Treasurer.

FLOOR MOTIONS: A homeowner 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 come before the Board, the meeting was adjourned at 8:45 p.m.

APPROVAL:

Luis Miramontes
Authorized Officer

January 20th, 2017
Date

HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH IS HELD APRIL 19, 2017 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

NEW BUSINESS:

Homeowners are advised that bids analysis were included in their packet for all items up for vote. Bid analysis comparison includes the vendor name, description of the bid, amount, and recommendation.

Services

a) Constable Contract

The Constable Contract was automatically renewed on February 2017 for a year with no increases from 2016 rates.

b) Trash Collection Contract

Trash collection service contract expires in May 2017. Proposals were sought from qualified service providers. See bid tabulation for details and officers' recommendation.

c) Pool Contract

Pool Service Contract expires at the end of April 2017. Proposals were sought from qualified service providers. See bid tabulation for details and officers' recommendation.

d) Lawn Services Contract – Kirkwood Avenue

The contract for this service expired in February 2017. NWCC officers communicated with other HOAs to advise them that we needed to segregate services provided to each community and itemize cost accordingly. Proposals are currently sought from new lawn service providers with the intent to reduce its cost to community.

e) Lawn Services NWCC Park and Pool

Lawn services to NWCC park and pool area were previously performed on a week by week basis. The officers reviewed early on the year this service and determine it would be better to schedule such services on an annual basis. The officers sought lower cost service provided and decided to switch service immediately to reduce expenditure to community.

For the longer term, proposals were sought from qualified service providers. See bid tabulation for details and officers' recommendation.

f) Power Contract

The electricity agreement for the NWCC pool and park expired in February 2017. Officers reviewed currently available plans and rather to continue in an expensive month to month plan it selected a Star Texas Power as the new power supplier for the community. Contract was locked to a much lower rate than previous one (\$0.0787 KWh new rate vs \$0,113 KWh) which shall result on lower power costs to community.

Pool Opening

The Pool season will open on Saturday and Sunday starting on May 20th, 2017. Opening days and hours are posted on the NWCC website.

Social Events

Memorial Day

The NWCC is planning a Memorial Day pool party on Monday May 29th beginning at 10AM

4th of July Celebration

A 4th of July Celebration party for NWCC members at the pool is scheduled to begin at 10AM with food, games and prizes for kids.

ACC Committee

The ACC Committee was short one member. After careful review and consideration of the three candidates: John Benton, Mariju Wille and Robert Batho, the BOD voted to appoint MarijuWille as a member of the ACC Committee.

Audit Committee

As set forth in the bylaws, the following homeowners have been appointed to the NWCC audit committee for 2017: Rosanna Hinde, Julie Otermat and Shana McClintock. Mrs. Hinde will act as chairperson for the committee while Mrs. Otermat and Mrs. McClintock will be committee members

Pool and Recreation Committee

As set forth in the bylaws, the following homeowners have been appointed to the NWCC pool and recreation committee for 2017: John Benton, Mariju Wille, Connie Villasmil. John Benton will act as chairperson for the committee while Mrs. Wille and Mrs Villasmil will be committee members.

Update to the NWCC Bylaws

Regarding the update to the NWCC bylaws; the officers advise that a NWCC members vote will be scheduled at the next homeowner meeting for the community to approve/disapprove each of the optional recommendations suggested by the bylaws review committee. In the coming month, the NWCC block committees will be provided with a list of all optional recommendations to discuss with the community.

For the mandatory changes to the bylaws required by Texas law, these will be noted as mandatory and will be incorporated in bylaws document accordingly.

FLOOR MOTIONS: