

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

DATE: April 26, 2018
TIME: 7:00 P.M.
LOCATION: Nottingham Park Meeting Room
926 Country Placed Dr.
Houston, TX 77079

APRIL QUARTERLY MEETING AGENDA

- I. Call to Order
- II. Adoption of the Agenda
- III. Adoption of the MOM - Meeting held Jan 25th, 2018
- IV. Constables Report
- V. Officer Reports:
 - a) President
 - 1. Transition to Best Fit Solution as new management agency
 - 2. Deed Restriction Inspections
 - 3. Kirkwood project
 - b) Vice-President
 - c) Treasurer –
 - 1. NWCC Financial Reports Review
- VI. Committees:
 - a) ACC Committee Report
 - 1. Report
 - b) Nominating Committee
 - 1. Seeking candidates
- VII. New Business
 - a) Seeking volunteers for HOA Officers
 - b) Seeking 3 volunteers for HOA Social event – Memorial Weekend
 - c) Liens – Collection Enforcement- Status Report
 - 1. Liens placed on 4 properties
 - 2. 1 property settled outstanding debt- March 2018
 - 3. 3 properties - Collecting efforts ongoing
- VIII. Proposed Business for July 2018 Meeting
 - a) Motions from the homeowners -Two minute limit per homeowner
- IX. Adjournment

NWCCI ACC QUARTERLY MEETING REPORT April 26, 2018

- 88 new homes/additions/modifications to existing homes have been approved for construction
- 76 new homes/additions/modifications have been completed
- 3 new homes are under construction:
 - 14126 Queensbury Lane
 - 14015 Woodthorpe Lane
 - 14134 Woodthorpe Lane
- 1 additions/modifications to existing homes are under construction
- No new home is currently in ACC review
- 9 homes are For Sale
- 3 homes are for Lease/Rent
- 4 existing homes have been demolished and the lots are for sale for new home construction
- 3 sets of plans for new homes are being completed for submittal to the ACC for review, comment (if required) and approval.

MINUTES OF THE ANNUAL HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON JANUARY 25, 2018 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS AND OFFICERS PRESENT: Luis Miramontes (President), James Abel, Fuping Zhu, Nancy Bailey, Rosanna Hinde (past President), Reed Brown (Past President).

DIRECTORS AND OFFICERS ABSENT: None.

IN ATTENDANCE: Constable.

CALL TO ORDER: The meeting was called to order at 7:00 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 Quarterly meeting held on October 28, 2017 were approved.

CONSTABLE’S REPORT: The Constable reported the following:

1. Burglaries in the patrolled area are trending down.
2. Robbery of car tires is trending up. Constable suggested that if you park outside, park very close to the curb or very close to another car to make it difficult for thieves to take tires or at least to ensure that not four tires are taken.
3. The city of Houston requires street numbers of all homes should be visible to facilitate house identification. Constable suggested homeowners to consider painting or re-painting homes’ street number.
4. Per city ordinance dog owners are required to keep dogs in a leash or restrained to prevent dog bites. City also requires dog owners to clean after dog. Failure to do so will result on fine.
5. Advice was provided for residents to call constable if people behave oddly in our neighborhood such as homeless or strangers wandering around and peeking into windows, etc.

OFFICER REPORTS:

A. President – Luis Miramontes

1. Constable Contract: 3% increase expected for 2018 – As reported in October, there is no increase for annual HOA assessment for 2018 as increase can be absorbed by community thru savings achieved with renegotiation of other community contracts.
2. Crest Management issued a termination of management service contract with NWCC, termination effective Feb. 28, 2018. A discussion was held with homeowners on need to engage a new management agency. Officers are looking for alternative management companies. Will call a special meeting for homeowners to select new management company
3. After meeting update- A special meeting to select a new management company was held on at 9AM on Saturday February 17, 2018. The officers sought bids from three different management companies and

after careful review of their offering presented homeowners with a recommendation to consider following management companies:

- Best Fit Solutions- This management company business model is to work with communities' officers and provide accounting, deed restriction, contractor recommendation and record keeping services as requested by communities. It is best suited for communities where residents preferred active role managing community affairs. The officers retained all decision making control for all activities. It does follows officers instructions rather than attempting to dictate what is done in community. The Community funds are deposited in a bank recommended by Management Company but are controlled by the NWCC board.
- Spectrum Association Management- Management Company operates as a full fledge management company requiring communities to provide it a high level of autonomy and control over community affairs. It requires communities to provide ample delegation of authority to manage budget, resources, entering contracts, deed restriction enforcement, contractor payments etc. It does also require community to grant it spending authority and control on community funds.

A community vote to select new management agency was held; results were:

- Best Fit Solutions 29 yes votes
- Spectrum Management 2 yes votes

Best Fit Solutions effective start date is March 1st, 2018.

4. NWCC Pool Opening, March 1st to November 30th, from 6AM to 10PM hours were adopted. Homeowner wishing to use pool when no lifeguards are present are required to:
 - a. Signed release of waiver of liability,
 - b. Submit a deposit to management agency
 - c. Acknowledge pool rules
 - d. Usage of pool during extended hours will be tracked.
5. Renovation of the pool area: Lights in the pool area are being fixed to enable residents to use pool after dark.
6. Landscaping contract for the community park expired and a new contractor was looked for. Maintenance of the park is outgoing with existing lawn contractor.

B. Secretary – Fuping Zhu

1. Owner and email distribution lists have been updated. YoM was missed because of secretary had personal situation out of the country. Secretary resigned to NWCC officers' role during October 2017 quarterly meeting but has agreed to continue supporting the officers until a new secretary is elected.

C. Treasurer – Nancy Bailey

1. The treasurer provided an analysis of the preliminary financial reports prepared by Crest Management

for 2017:

- Crest Management has not been responsive to officers' requests for timely submittal of financial reports.
- Crest Management is not proactively collecting trash reimbursement from the city.
- Financial reflects a slow collection process on initial 2018 assessment, probably due to Crest difficulties sending notices out
- Liens have been placed on four (4) properties with outstanding delinquent accounts. Officers working with legal counsel to collect monies.

COMMITTEE REPORTS:

A. Architectural Committee:

a.) ACC Members were not able to attend the meeting, but the following ACC report was shared with homeowners.

1. Clear uptake of remodeling and new construction activities seen thru neighborhood:
 - 80 new homes/additions/modification have been approved;
 - 73 new homes/additions/modification have been completed;
 - 7 homes were for sale during last quarter 2017
 - 0 homes for lease during last quarter 2017.
2. A request to combine two lots into one was received. After careful consideration of pros and cons of such request, the NWCC BOD and Officers decided to reject such request based on a number of reasons:
 - The community has expressed a desire to maintain the look and feel of community.
 - Combining two lots will require community to redraft or update community governing documents: Articles of Incorporations, Bylaws etc.
 - Requires a reassessment of basis for annual HOA assessment etc.

B. Nominating Committee:

1. The officers acknowledged they missed to appoint a nominating committee to select new officers. It was agreed that they will open nominating process during April meeting.
2. Since the secretary has resigned, volunteers are sought to replace her. Homeowners interested on servicing are encouraged to approach officers.

NEW BUSINESS:

A. Officer Elections-

1. Homeowners encouraged volunteering for all officers' positions.

FLOOR MOTIONS:

A. Pool Opening:

1. A homeowner objected the officers' decision to open pool for residents to swim at their own risk because of increase on NWCC insurance costs. Her objection was noted.

After meeting update- The officers provided homeowner with the NWCC insurance policy costs. It was noted the cost of the new policy was 50% lower than the previous insurance coverage thru Crest recommended insurance company for like coverage. It was also noted there was not increase on pool cleaning services provided by the pool management company.

2. The officers explained that it received multiple requests to extend pool opening dates and hours by community residents. The officers researched the practices of the communities around Nottingham West, the findings indicate some communities have implemented swim at your own risk practices and extending pool open hours, and requested advice from legal counsel, insurance provider, and pool Management Company before electing to implement extended dates and hours for NWCC pool during the 2018 season. Attendance records will be kept during 2018 to see if this become permanent new practice in community.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:45 p.m.

APPROVAL:

Luis Miramontes
President HOA
Authorized Officer

March 1st 2018
Date

Nottingham West Civic Club

Balance Sheet As of 03/31/18

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
CASH					
110	MOB - Operating (Crest)	62,726.11			62,726.11
112	Alliance- Petty Cash	1,000.00			1,000.00
121	Alliance Bank - Operating	67,080.41			67,080.41
125	Due (to)/from Reserves	7,148.33			7,148.33
130	Due (to)/from Operating		(7,148.33)		(7,148.33)
	TOTAL CASH	137,954.85	(7,148.33)	.00	130,806.52
OTHER ASSETS					
140	Accts Rec - HO Assessments	31,547.92			31,547.92
141	Accts Rec - HO Late Fees	205.00			205.00
143	Accts Rec - HO Interest	2,441.93			2,441.93
144	Accts Rec - HO Legal Reimb	2,119.23			2,119.23
150	Accts Rec - HO Certified Lettr	240.00			240.00
152	Garbage Reimburse Receivable	4,188.00			4,188.00
155	Prepaid Insurance	2,889.00			2,889.00
156	Allowance For Bad Debts	(6,654.92)			(6,654.92)
	TOTAL OTHER ASSETS	36,976.16	.00	.00	36,976.16
	TOTAL ASSETS	174,931.01	(7,148.33)	.00	167,782.68
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
215	Construction Deposits	31,500.00			31,500.00
216	Pool Key Deposits	1,200.00			1,200.00
220	Prepaid Assessments	4,062.54			4,062.54
230	Deferred Assessments	59,329.99			59,329.99
	Subtotal Current Liab.	96,092.53	.00	.00	96,092.53
EQUITY:					
355	Operating Fund Balance	82,013.68			82,013.68
356	Reserve Fund Balance		(7,148.87)		(7,148.87)
	Current Year Net Income/(Loss)	(3,175.20)	.54	.00	(3,174.66)
	Subtotal Equity	78,838.48	(7,148.33)	.00	71,690.15
	TOTAL LIABILITIES & EQUITY	174,931.01	(7,148.33)	.00	167,782.68

Nottingham West Civic Club

Income/Expense Statement
Period: 03/01/18 to 03/31/18

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
00410	Assessments	19,776.67	19,776.67	.00	59,330.67	59,330.01	.66	237,320.00
00415	HO Interest Income	.00	166.67	(166.67)	330.00	500.01	(170.01)	2,000.00
00423	HO Construction Fees	250.00	.00	250.00	250.00	.00	250.00	.00
00425	Operating Interest Income	7.68	20.83	(13.15)	29.68	62.49	(32.81)	250.00
00430	Garbage Rebate	2,094.00	2,094.00	.00	6,282.00	6,282.00	.00	25,128.00
00460	Miscellaneous Income	.00	12.50	(12.50)	.00	37.50	(37.50)	150.00
00490	Uncollected Assessments	.00	(557.00)	557.00	.00	(1,671.00)	1,671.00	(6,684.00)
Subtotal Income		22,128.35	21,513.67	614.68	66,222.35	64,541.01	1,681.34	258,164.00
EXPENSES								
ADMINISTRATIVE & OFFICE								
00510	Administrative/Accounting Fee	1,830.00	1,000.00	(830.00)	3,830.00	3,000.00	(830.00)	12,000.00
00513	DR & ACC expenses	.00	29.17	29.17	.00	87.51	87.51	350.00
00520	Legal Fees - Homeowners	.00	291.67	291.67	.00	875.01	875.01	3,500.00
00525	Legal Fees Corporate	233.88	250.00	16.12	1,108.88	750.00	(358.88)	3,000.00
00530	Audit & Tax Prep Fees	.00	.00	.00	.00	.00	.00	700.00
00535	Office Supplies	.00	12.50	12.50	.00	37.50	37.50	150.00
00540	Postage, Printing, Mailouts	287.66	141.67	(145.99)	1,436.66	425.01	(1,011.65)	1,700.00
00545	Meeting Expense	.00	41.67	41.67	.00	125.01	125.01	500.00
00550	Record Storage	.00	25.00	25.00	50.00	75.00	25.00	300.00
00555	Collection Notices Expenses	.00	166.67	166.67	.00	500.01	500.01	2,000.00
00560	Web Site & Internet	7.95	50.00	42.05	23.95	150.00	126.05	600.00
00565	Newsletter/Communications	.00	16.67	16.67	.00	50.01	50.01	200.00
00570	Community Events	.00	.00	.00	255.00	.00	(255.00)	50.00
00590	Other Admin Expenses	.00	16.67	16.67	.00	50.01	50.01	200.00
ADMINISTRATIVE & OFFIC		2,359.49	2,041.69	(317.80)	6,704.49	6,125.07	(579.42)	25,250.00
POOL								
00610	Pool Contract & Lifeguard	661.71	1,000.00	338.29	2,495.71	3,000.00	504.29	38,000.00
00615	Pool Repairs & Maintenance	70.00	.00	(70.00)	14,511.00	2,500.00	(12,011.00)	2,500.00
00620	Pool Supplies & Equipment	.00	.00	.00	.00	.00	.00	1,500.00
00624	Pool Permits	789.78	.00	(789.78)	789.78	.00	(789.78)	.00
POOL		1,521.49	1,000.00	(521.49)	17,796.49	5,500.00	(12,296.49)	42,000.00
UTILITIES								

Nottingham West Civic Club

Income/Expense Statement
Period: 03/01/18 to 03/31/18

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
00632	Electricity	478.81	500.00	21.19	1,182.81	1,500.00	317.19	6,000.00
00634	Water/Sewer	(62.92)	250.00	312.92	106.08	750.00	643.92	3,000.00
00640	Telephone	60.25	58.33	(1.92)	180.25	174.99	(5.26)	700.00
	UTILITIES	476.14	808.33	332.19	1,469.14	2,424.99	955.85	9,700.00
GARBAGE & SECURITY								
00655	Garbage Service Contract	4,174.04	4,174.00	(.04)	12,522.04	12,522.00	(.04)	50,088.00
00658	Security Service Contract	6,437.39	6,437.42	.03	19,311.39	19,312.26	.87	77,249.00
	GARBAGE & SECURITY	10,611.43	10,611.42	(.01)	31,833.43	31,834.26	.83	127,337.00
LANDSCAPING & GROUNDS								
00755	Grounds Maintenance Contract	350.00	833.33	483.33	350.00	2,499.99	2,149.99	10,000.00
00758	Mosquito Fogging	.00	150.00	150.00	.00	150.00	150.00	900.00
00760	Other Grounds Maintenance	.00	162.50	162.50	.00	487.50	487.50	1,950.00
00763	Other Rec Repairs, Maint, Sup	.00	83.33	83.33	.00	249.99	249.99	1,000.00
00770	Property Mowing/Force Mows	.00	8.33	8.33	.00	24.99	24.99	100.00
	LANDSCAPING & GROUNDS	350.00	1,237.49	887.49	350.00	3,412.47	3,062.47	13,950.00
INSURANCE & OTHER								
00785	Insurance	9,318.00	6,741.00	(2,577.00)	11,244.00	8,667.00	(2,577.00)	11,556.00
00790	Property Taxes	.00	.00	.00	.00	.00	.00	10.00
00810	Miscellaneous/Other	.00	20.83	20.83	.00	62.49	62.49	250.00
00820	Bad Debt Write Off	.00	.00	.00	.00	.00	.00	650.00
00950	Transfer to/(from) Reserves	.00	808.08	808.08	.00	2,424.24	2,424.24	9,697.00
	INSURANCE & OTHER	9,318.00	7,569.91	(1,748.09)	11,244.00	11,153.73	(90.27)	22,163.00
	TOTAL OPERATING EXPENSES	24,636.55	23,268.84	(1,367.71)	69,397.55	60,450.52	(8,947.03)	240,400.00
	OPERATING SURPLUS/(DEF)	(2,508.20)	(1,755.17)	(753.03)	(3,175.20)	4,090.49	(7,265.69)	17,764.00

Nottingham West Civic Club

Income/Expense Statement
 Period: 03/01/18 to 03/31/18

Account	Description	Actual	Current Period		Year-To-Date			Yearly Budget
			Budget	Variance	Actual	Budget	Variance	
RESERVE REVENUE								
00965	Transfer from/(to) Operating	.00	808.08	(808.08)	.00	2,424.24	(2,424.24)	9,697.00
00970	Reserve Interest Income	.54	.00	.54	.54	.00	.54	.00
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	TOTAL RESERVE REVENUE	.54	808.08	(807.54)	.54	2,424.24	(2,423.70)	9,697.00
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RESERVE EXPENSES								
	TOTAL RESERVE EXPENSES	.00	.00	.00	.00	.00	.00	.00
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	RESERVE SURPLUS/(DEFICI	.54	808.08	(807.54)	.54	2,424.24	(2,423.70)	9,697.00
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	TOTAL SURPLUS/(DEFICIT)	(2,507.66)	(947.09)	(1,560.57)	(3,174.66)	6,514.73	(9,689.39)	27,461.00
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Community Safety & Awareness

Deputy Constable's Office
Dispatch – 24 Hour
281-463-6666

Crime Stoppers
713-222-TIPS
www.crime-stoppers.org

Vacation Security Watch
<http://www.constablepct5.com/online-forms/>

Contract Patrol Liaison.....Mitchell.Hutter@cn5.hctx.net

Community Deputy Constable's Report: TYPE OF ACTIVITY FOR March 18, 2018 – April 14, 2018

Accidental Injury =	0
Accidents / Minor =	4
Accidents / Major =	1
Alarm Local =	14
Alarm / Rep. Site =	3
Alarm Vehicle =	0
Arrests =	3
Animal Humane =	3
Burglary / Residential =	0
Burglary / Motor Vehicle =	1
Assaults =	0
Disturbance / Loud Noise =	3
Disturbance / Other =	1
Open Door / Window =	9
Stranded Motor Vehicle =	2
Suspicious Person =	12
Vehicle Suspicious =	16
Terroristic Treat	1
Theft =	0
Theft / Other =	0
Theft / Residence =	1
Traffic Hazard =	5

Traffic Stops Total =	66
Vacation Watch =	77
Vehicle Speeding	1
Welfare Check =	2

Residents of Memorial Way, Nottingham Civic, Nottingham West, Nottingham IV, Wilchester, Wilchester West, Yorkshire, here is a brief summary of the crimes that occurred from:

Sunday, March 18, 2018 – Saturday, April 14, 2018

Sunday, March 18, 2018 – Burglary / Motor Vehicle – (13000 Westport) – The Complainant reported on 3/18/18 that his vehicle was broken into on the morning of 3/2/18 while it was parked in his driveway. The Complainant stated he left his vehicle unlocked the previous night and discovered his vehicle rummaged through the following morning with personal property stolen. Complainant is willing to prosecute.

Sunday, March 18, 2018 – Traffic Stop – 11000 Katy Freeway – The driver was stopped for a traffic violation and subsequently arrested for open traffic warrants.

Thursday, March 22, 2018 – Terroristic Threat – (900 Wycliffe) – This call is involving a civil dispute between two parties regarding visitation times with their children which led to one party making a threatening statement against the other party. D.A.'S office was notified and criminal charges for "Terroristic Threat" were declined at this time.

Saturday, March 31, 2018 – Traffic Stop – 400 Wilcrest Drive – The driver was stopped for a traffic violation and subsequently arrested for open traffic warrants.

Monday, April 2, 2018 – Fraudulent Use ID (900 W Forest Drive) – The Complainant's personal information was obtained and used without her consent to open up two credit card accounts in a different state. Report taken. Complainant is willing to prosecute.

Friday, April 6, 2018 – Traffic Stop – 14600 Carolcrest Street – The driver was stopped for a traffic violation and subsequently arrested for open traffic warrants.

Friday, April 13, 2018 – Theft / Residence (300 Southchester) – The Complainant stated she hired a plumbing company on April 10, 2018. This plumbing company had access to the entire house. On April 13, 2018 she discovered approximately \$700.00 missing from her master-bedroom dresser. Report taken.

Friday, March 23, 2018 – Accident / Minor – (13000 St. Mary's Lane) – The at-fault driver was blinded by the sun and struck an unoccupied parked vehicle. Owners of both vehicles exchanged information.

Thursday, March 29, 2018 – Accident / Minor – (Indian Creek Road / N Wilcrest Drive) Two-vehicle minor accident. Texas Peace Officer's Crash Report completed.

Saturday, March 24, 2018 – Accident / Minor – (700 N Kirkwood) Two-vehicle minor accident. Texas Peace Officer's Crash Report completed.

Monday, March 26, 2018 – Accident / Minor – (N Kirkwood / Memorial Drive) Two-vehicle minor accident. No damage. Both parties settled at the scene. No report taken.

Wednesday, April 11, 2018 – Accident / Major (Memorial Drive / N Kirkwood Road) Two-vehicle major accident. Texas Peace Officer's Crash Report completed.

Monday, March 19, 2018 – Welfare Check (14000 Woodthorpe) – Reportee stated she tried calling her friend and an unknown person answered the phone and acted odd. Deputies made contact with Reportee's friend who lives at 14000 Woodthorpe and he advised he is ok and that it was probably the maid who answered the phone.

Personal Safety Tips for Resident's:

- If you see something suspicious, call our dispatch center and report it, **(281) 463-6666**.
- Make sure the home's address is **VISIBLE** for police, firemen, and paramedics for easy identification of the home.
- Home Security System – make sure it is armed when you are away from your home.
- Always lock your car doors when they are unoccupied.
- Always lock the doors to your residence, make sure the windows are locked too.
- Don't let your dog run loose. Always keep your dogs on a leash, it's the law.
- Proper outside lighting – thieves may choose to by-pass a well-lit home.
- Keep garage doors closed and locked.
- Locks for pet doors – Make sure your pet door isn't a point of entry for a thief.

Motorist Assistance Program (MAP)

Just call 713-CALL-MAP (225-5627)

*627 (for Verizon Wireless customers only).

The HCSO's MAP is a free program designed to assist stranded motorists on all Harris County area freeways Monday through Friday from 6 a.m. to 10 p.m. (excluding Harris County holidays).

GET HELP WITH:

- Changing a flat tire
- Supply fuel, water and/or air
- Jump-start vehicles
- Assist with minor engine repair
- Remove stranded vehicles from roadway
- Provide courtesy transport of stranded motorist to a safe location.

FOR FREE!!!! Harris County Constable's Office, Precinct 5 is now offering a class on **Rape Aggression Defense (RAD)**. RAD is one of the best women's self-defense courses available. It's a

program based on realistic self-defense tactics and techniques. It is a comprehensive self-defense course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defensive training. If you're interested in more information and signing up, go to this link:

<https://www.constablepct5.com/rad/>

Don't Mess with Texas
REPORTING LITTERING FROM A VEHICLE
<http://dontmesswithtexas.org/report-a-litterer>