

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

DATE: April 11th, 2019
TIME: 7:00 P.M.
LOCATION: Nottingham Park Meeting Room
926 Country Placed Dr.
Houston, TX 77079

QUARTERLY MEETING AGENDA

- I. Call to Order
- II. Adoption of the Agenda
- III. Constables Report
- IV. Officer Reports:
 - a) President
 1. 2019 Annual Fees No Increase
 2. Liens – Collection Status Report
 - a. Dues collected from 4 properties
 - b. Collection effort began on other properties
 3. Community Services
 - a. Pool Opened March 1st, 2019- Swim at your own risk
 - b. Pool opens to all residents – May 18th, 2019
 4. Contracts
 - a. Renewed-
 - i. Constables
 - ii. Best Fit Solution
 - iii. Sweetwater Pool
 - iv. NorthWest Pest Control
 - v. HOA Insurance Policy
 - b. Renewal upcoming-
 - i. Lawn Services for Kirkwood Rd
 - ii. Trash Collection
 - b) Treasurer
 1. NWCC 2019 YTD Financial Report- Review
 - V. Committees:
 - a) ACC Committee Report
 1. Report
 - b) Nominating Committee
 1. Seeking candidates for nominating committee
 - VI. New Business
 - a) Seeking volunteers for HOA officer roles
 - VII. Proposed Business for July 2019 Meeting
 - a) Motions from the homeowners -Two minute limit per homeowner
 - VIII. Adjournment

MINUTES OF THE QUARTERLY HOMEOWNER ASSOCIATION MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC. HELD ON NOVEMBER 8th, 2018 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS AND OFFICERS PRESENT: Luis Miramontes (President), Nancy Bailey (Treasurer)

DIRECTORS AND OFFICERS ABSENT: Rosanna Hinde (past President), Reed Brown (Past President)

IN ATTENDANCE: Constables.

CALL TO ORDER: The meeting was called to order at 7:00 p.m. with 18 lots represented in person.

ADOPTION OF AGENDA: Motion was made, seconded and carried to approve the Agenda as presented.

ADOPTION OF MINUTES: Minute of the Quarterly meeting held on August 09th, 2018 was approved.

CONSTABLE’S REPORT: Constables, Connie Rico and Tony Hernandez, reported the following:

1. 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.
2. The constable community safety report was reviewed and discussed with meeting attendants.
3. Homeowners were reminded to move valuables from and lock vehicles. Most vehicles break-ins have occurred when left unlocked.
4. The city of Houston requires street numbers on all homes should be visible to facilitate house identification. Constable suggested homeowners to consider painting or re-painting homes’ street number at the curb.
5. 2019 February update- A number of residences in neighborhood were broken in early 2019, Constables were called in, reports were filed. Constables have enhanced patrols in community. Most break-ins took place late morning/early afternoon hours. Homeowners are encourage to remain vigilant and report unknown people wandering around community.

OFFICER REPORTS:

A. President – Luis Miramontes

1. 2019 Budget- The officers presented the proposed budget for 2019. The budget calls for no increase on \$680 annual fees from 2018. Budget was adopted
2. Constables informed there will be no fee increases on Constable Contract for 2019
3. Liens- Officers reported that community has collected past dues from initial four (4) properties where liens were placed. Monies recouped have been deposited on HOA account. Legal action extended to additional properties in order to collect delinquent dues.
4. Best Fit Solutions and BRM Texas continue to enforce deed restriction throughout community, deed violation notices are regularly being mailed to homeowners for remedial actions.

B. Treasurer – Nancy Bailey

1. A summary analysis of the YTD financial reports prepared by Best Fit Solution was presented to homeowners by treasurer. The overall trend shows community financial health has improved and would allow community to move some unspent monies to savings account.
2. Officers recommended all funds saved during 2018 be initially earmarked for emergencies.
3. Community management company, Best Fit Solutions, continues to proactively collect reimbursement from the City of Houston for trash collection.

COMMITTEE REPORTS:

A. Architectural Committee:

a.) Clear uptake of remodeling and new construction activities seen thru neighborhood:

- 102 new homes/additions/modification have been approved;
- 78 new homes/additions/modification have been completed;
- 3 New Homes were under construction at the time of meeting
- 6 addition/modification to existing home ongoing
- 16 homes were for sale 3&4Q18
- 2 homes were for lease/rent 3&4Q18.
- 4 lots are for sale for new home construction

B. Nominating Committee:

1. Volunteers for nominating committee all HOA officer roles were being sought.
2. Homeowner interested on volunteering for nominating committee are encouraged to approach officers or sent an email to NWCC@Earthlink.net expressing such interest.

NEW BUSINESS:

- A. Officer Elections- Homeowners encouraged to volunteer for all HOA officers' positions. Homeowner interested are encouraged to approach officers or sent an email to NWCC@earthlin.net expressing such interest.
- B. Homeowner requested information on community regulations regarding regular swings vs ninja type as notifications requesting them to remove swings were received from deed restriction company. Officers to review and advise next meeting

FLOOR MOTIONS:

A. None

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

APPROVAL:

Luis Miramontes
President HOA
Authorized Officer

November 8th 2018
Date

Nottingham West Civic Club

Balance Sheet As of 02/28/19

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
CASH					
112	Alliance Bank - Petty Cash	760.67			760.67
121	Alliance Bank - Operating	199,725.01			199,725.01
122	Alliance Bank - Money Market		4,855.90		4,855.90
	TOTAL CASH	200,485.68	4,855.90	.00	205,341.58
OTHER ASSETS					
140	Accts Rec - HO Assessments	15,392.00			15,392.00
141	Accts Rec - HO Late Fees	1,500.39			1,500.39
143	Accts Rec - HO Interest	294.41			294.41
144	Accts Rec - HO Legal Reimb	482.36			482.36
148	Accts Rec - HO DR Fees	25.00			25.00
150	Accts Rec - HO Certified Lettr	195.00			195.00
152	Garbage Reimburse Receivable	2,094.00			2,094.00
156	Allowance For Bad Debts	(5,627.31)			(5,627.31)
	TOTAL OTHER ASSETS	14,355.85	.00	.00	14,355.85
	TOTAL ASSETS	214,841.53	4,855.90	.00	219,697.43
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
215	Construction Deposits	31,000.00			31,000.00
216	Pool Key Deposits	3,600.00			3,600.00
220	Prepaid Assessments	1,994.96			1,994.96
230	Deferred Assessments	79,106.67			79,106.67
	Subtotal Current Liab.	115,701.63	.00	.00	115,701.63
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)	16,753.43	4.23	.00	16,757.66
	Subtotal Equity	99,139.90	4,855.90	.00	103,995.80
	TOTAL LIABILITIES & EQUITY	214,841.53	4,855.90	.00	219,697.43

Nottingham West Civic Club

Income/Expense Statement
Period: 02/01/19 to 02/28/19

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
00410	Assessments	19,776.66	19,776.67	(.01)	39,553.33	39,553.34	(.01)	237,320.00
00413	HO Deed Enforcement Fees	25.00	.00	25.00	50.00	.00	50.00	.00
00415	HO Interest Income	190.20	83.33	106.87	190.20	166.66	23.54	1,000.00
00418	HO Certified Letter Fees	75.00	.00	75.00	75.00	.00	75.00	.00
00420	HO Late Fees	1,500.00	500.00	1,000.00	1,500.00	500.00	1,000.00	1,000.00
00422	HO Legal/Atty Reimbursement	397.92	41.67	356.25	482.36	83.34	399.02	500.00
00423	HO Construction Fees	.00	83.33	(83.33)	.00	166.66	(166.66)	1,000.00
00425	Operating Interest Income	15.03	8.33	6.70	29.61	16.66	12.95	100.00
00430	Garbage Rebate	2,094.00	2,094.00	.00	4,188.00	4,188.00	.00	25,128.00
Subtotal Income		24,073.81	22,587.33	1,486.48	46,068.50	44,674.66	1,393.84	266,048.00
EXPENSES								
ADMINISTRATIVE & OFFICE								
00510	Administrative/Accounting Fee	830.00	830.00	.00	1,660.00	1,660.00	.00	9,960.00
00512	DR Enforcement Contract	.00	416.67	416.67	557.50	833.34	275.84	5,000.00
00513	DR & ACC expenses	.00	41.67	41.67	.00	83.34	83.34	500.00
00520	Legal Fees - Homeowners	397.92	291.67	(106.25)	397.92	583.34	185.42	3,500.00
00525	Legal Fees Corporate	.00	208.33	208.33	(123.98)	416.66	540.64	2,500.00
00530	Audit & Tax Prep Fees	.00	.00	.00	.00	.00	.00	500.00
00540	Postage, Printing, Mailouts	7.21	166.67	159.46	14.89	333.34	318.45	2,000.00
00545	Meeting Expense	.00	41.67	41.67	.00	83.34	83.34	500.00
00560	Web Site & Internet	37.93	50.00	12.07	75.86	100.00	24.14	600.00
00570	Community Events	.00	500.00	500.00	.00	500.00	500.00	500.00
00590	Other Admin Expenses	.00	20.83	20.83	.00	41.66	41.66	250.00
ADMINISTRATIVE & OFFIC		1,273.06	2,567.51	1,294.45	2,582.19	4,635.02	2,052.83	25,810.00
POOL								
00610	Pool Contract & Lifeguard	676.86	1,000.00	323.14	1,353.72	2,000.00	646.28	38,000.00
00615	Pool Repairs & Maintenance	.00	.00	.00	.00	.00	.00	4,000.00
00620	Pool Supplies & Equipment	.00	.00	.00	.00	.00	.00	2,500.00
00624	Pool Permits	.00	.00	.00	.00	.00	.00	1,350.00
POOL		676.86	1,000.00	323.14	1,353.72	2,000.00	646.28	45,850.00
UTILITIES								

Nottingham West Civic Club

Income/Expense Statement
 Period: 02/01/19 to 02/28/19

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
00632	Electricity	376.56	500.00	123.44	770.94	1,000.00	229.06	6,000.00
00634	Water/Sewer	27.96	250.00	222.04	66.60	500.00	433.40	3,000.00
00640	Telephone	85.75	62.50	(23.25)	165.18	125.00	(40.18)	750.00
	UTILITIES	490.27	812.50	322.23	1,002.72	1,625.00	622.28	9,750.00
GARBAGE & SECURITY								
00655	Garbage Service Contract	4,495.12	4,750.00	254.88	8,990.24	9,500.00	509.76	57,000.00
00658	Security Service Contract	6,437.39	6,437.50	.11	12,874.78	12,875.00	.22	77,250.00
	GARBAGE & SECURITY	10,932.51	11,187.50	254.99	21,865.02	22,375.00	509.98	134,250.00
LANDSCAPING & GROUNDS								
00755	Grounds Maint Contract-Kirkw	1,255.71	1,255.00	(.71)	2,511.42	2,510.00	(1.42)	15,060.00
00756	Grounds Maint Contract-PoolP	.00	375.00	375.00	.00	750.00	750.00	4,500.00
00758	Mosquito Fogging	.00	.00	.00	.00	.00	.00	1,000.00
00760	Other Grounds Maintenance	.00	83.33	83.33	.00	166.66	166.66	1,000.00
00763	Other Rec Repairs, Maint, Sup	.00	83.33	83.33	.00	166.66	166.66	1,000.00
00770	Property Mowing/Force Mows	.00	16.67	16.67	.00	33.34	33.34	200.00
	LANDSCAPING & GROUNI	1,255.71	1,813.33	557.62	2,511.42	3,626.66	1,115.24	22,760.00
INSURANCE & OTHER								
00785	Insurance	.00	.00	.00	.00	.00	.00	11,500.00
00790	Property Taxes	.00	.00	.00	.00	.00	.00	50.00
00810	Miscellaneous/Other	.00	27.33	27.33	.00	54.66	54.66	328.00
00950	Transfer to/(from) Reserves	.00	.00	.00	.00	.00	.00	15,750.00
	INSURANCE & OTHER	.00	27.33	27.33	.00	54.66	54.66	27,628.00
	TOTAL OPERATING EXPENS	14,628.41	17,408.17	2,779.76	29,315.07	34,316.34	5,001.27	266,048.00
	OPERATING SURPLUS/(DEF	9,445.40	5,179.16	4,266.24	16,753.43	10,358.32	6,395.11	.00

Nottingham West Civic Club

Income/Expense Statement
 Period: 02/01/19 to 02/28/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
RESERVE REVENUE								
00965	Transfer from/(to) Operating	.00	.00	.00	.00	.00	.00	15,750.00
00970	Reserve Interest Income	2.24	.83	1.41	4.23	1.66	2.57	10.00
TOTAL RESERVE REVENUE		2.24	.83	1.41	4.23	1.66	2.57	15,760.00
RESERVE EXPENSES								
00990	TBD Improvements	.00	.00	.00	.00	.00	.00	5,000.00
TOTAL RESERVE EXPENSES		.00	.00	.00	.00	.00	.00	5,000.00
RESERVE SURPLUS/(DEFICIT)		2.24	.83	1.41	4.23	1.66	2.57	10,760.00
TOTAL SURPLUS/(DEFICIT)		9,447.64	5,179.99	4,267.65	16,757.66	10,359.98	6,397.68	10,760.00
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NWCCI ACC QUARTERLY MEETING REPORT March 11, 2019

- 109 new homes/additions/modifications to existing homes have been approved for construction
- 82 new homes/additions/modifications have been completed
- 3 new homes are under construction:
 - 14134 Pinerock Lane
 - 14126 Queensbury Lane
 - 14134 Woodthorpe Lane
- 3 additions/modifications to existing homes are under construction
- 10 homes are For Sale
- 3 homes are for Lease/Rent
- 3 existing homes have been demolished and the lots are for sale for new home construction