

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

**DATE:** July 25<sup>th</sup>, 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. Liens – Collection Status Report
      - a. Collection effort for properties with balance dues over \$1000.
    2. Community Services
      - a. Pool Season Opened March 1st, 2019- Swim at your own risk
      - b. Pool opens to all residents – May 18<sup>th</sup>, 2019
      - c. Looking for quotes to replace night lights for LED lights fixtures powered thru Solar Panels
    3. Contracts
      - a. Renewed-
        - i. WCA Trash Collection- Extended 2Y no increase
        - ii. City of Houston Reimbursement Program for Trash Collection
        - iii. Lawn Services for Kirkwood Rd
        - iv. Insurance Policy HOA
    4. ACC committee
      - a. ACC Chairman Retirement and New Appointment
  - b) Treasurer
    1. NWCC 2019 YTD Financial Report- Review
- V. Committees:
  - a) ACC Committee Report
    1. Report
- VI. New Business
  - a) HOA is seeking volunteers for all HOA officer roles for 2020
  - b) Motions from the homeowners -Two minute limit per homeowner
- VII. Adjournment

**MINUTES OF THE QUARTERLY HOMEOWNER ASSOCIATION MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC. HELD ON APRIL 11<sup>th</sup>, 2019 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.**

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**DIRECTORS AND OFFICERS PRESENT:** Luis Miramontes (President), Nancy Bailey (Treasurer) Reed Brown (Past President)

**DIRECTORS AND OFFICERS ABSENT:** Rosanna Hinde (past President)

**IN ATTENDANCE:** Constables, Connie Rico and Tony Hernandez.

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. with 11 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 November 8<sup>th</sup>, 2018 was approved.

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

1. Constables advised two (2) homes in community were burglarized. The back door on both homes was shut open around 11AM mid week. Constables investigating and have some leads. Constables reminded neighbors to look back and fence doors all time. Neighbors to call constables if people behave oddly in 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. 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. HOA has identified some contractors and would be sharing information with community.
4. For upcoming summer season, Constables reminded homeowner to complete and mail vacation watch forms
5. Constables have implemented enhanced patrols in community.

**OFFICER REPORTS:**

A. President – Luis Miramontes

1. 2019 Community Fees were kept at same level of 2018- \$680 annually.
2. Contract renewed with Constables for 2019 - No fee increases from 2018
3. Contracts renewed with Sweetwater Pool, Best Fit Solutions, Lawn Services for Kirkwood, Northwest Pest Control and HOA Insurance Policy.
4. Liens- Community has collected all past dues from properties with overdue balances higher than \$2,000. Community is proceeding with legal actions for those properties with overdue balances higher than \$1000 now. Monies re-couped have been deposited on HOA account.
5. 2019 Monitored Pool Season to begin May 18<sup>th</sup>, 2019. Sweetwater Pool to supply lifeguards and ensure neighbors sign ins.
6. Contract for trash collection with WCA extended 2 additional year with no increase to community.
7. Submitted complete forms to City of Houston to extend city trash reimbursement thru Mid 2020.

8. Centerpoint and ATT are laying down Electric and Fiber optic lines in community. Expect extended ground work thru community during 2019.
9. 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. 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:
- 109 new homes/additions/modification have been approved;
  - 82 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
  - 10 homes were for sale 1Q19
  - 3 homes were for lease/rent 1Q2019.
  - 3 lots are for sale for new home construction

**B. Nominating Committee:**

1. HOA actively looking for volunteers for all HOA officer roles for 2020.
2. Homeowner interested on volunteering for HOA roles are encouraged to approach current officers or express their interest to any HOA officer role by sending an email to [NWCC@Earthlink.net](mailto:NWCC@Earthlink.net).

**NEW BUSINESS:**

- A. HOA Officer Elections- Homeowners encouraged to volunteer for all HOA officers’ positions for 2020

**FLOOR MOTIONS:**

- A. ACC to ensure no construction occurs without proper permits in place up to and including legal action. ACC Committee Chairman to recommend updates to the community ACC construction guidelines, deed restrictions and bylaws to ensure builders follow up community architectural requirements.

**ADJOURNMENT:**

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

**APPROVAL:**

Luis Miramontes  
 President HOA  
 Authorized Officer

April 11<sup>th</sup> 2019  
 Date

# Nottingham West Civic Club

## Balance Sheet As of 06/30/19

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
CASH					
112	Alliance Bank - Petty Cash	640.75			640.75
121	Alliance Bank - Operating	190,620.13			190,620.13
122	Alliance Bank - Money Market		4,865.64		4,865.64
	TOTAL CASH	191,260.88	4,865.64	.00	196,126.52
OTHER ASSETS					
140	Accts Rec - HO Assessments	520.00			520.00
141	Accts Rec - HO Late Fees	575.00			575.00
142	Accts Rec - HO NSF Fees	25.00			25.00
143	Accts Rec - HO Interest	126.22			126.22
144	Accts Rec - HO Legal Reimb	400.17			400.17
150	Accts Rec - HO Certified Lettr	120.00			120.00
152	Garbage Reimburse Receivable	2,094.00			2,094.00
156	Allowance For Bad Debts	(5,627.31)			(5,627.31)
	TOTAL OTHER ASSETS	(1,766.92)	.00	.00	(1,766.92)
	TOTAL ASSETS	189,493.96	4,865.64	.00	194,359.60
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
215	Construction Deposits	35,500.00			35,500.00
216	Pool Key Deposits	4,800.00			4,800.00
220	Prepaid Assessments	46,421.62			46,421.62
	Subtotal Current Liab.	86,721.62	.00	.00	86,721.62
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)	20,385.87	13.97	.00	20,399.84
	Subtotal Equity	102,772.34	4,865.64	.00	107,637.98
	TOTAL LIABILITIES & EQUITY	189,493.96	4,865.64	.00	194,359.60

# Nottingham West Civic Club

Income/Expense Statement  
Period: 06/01/19 to 06/30/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
<b>INCOME:</b>								
00410	Assessments	19,776.69	19,776.67	.02	118,660.00	118,660.02	(.02)	237,320.00
00412	HO NSF Check Fees	.00	.00	.00	50.00	.00	50.00	.00
00413	HO Deed Enforcement Fees	.00	.00	.00	50.00	.00	50.00	.00
00415	HO Interest Income	.00	83.33	(83.33)	272.80	499.98	(227.18)	1,000.00
00418	HO Certified Letter Fees	.00	.00	.00	150.00	.00	150.00	.00
00420	HO Late Fees	.00	.00	.00	2,080.19	1,000.00	1,080.19	1,000.00
00422	HO Legal/Atty Reimbursement	315.73	.00	315.73	2,348.99	500.00	1,848.99	500.00
00423	HO Construction Fees	250.00	83.33	166.67	500.00	499.98	.02	1,000.00
00425	Operating Interest Income	14.61	8.33	6.28	89.22	49.98	39.24	100.00
00430	Garbage Rebate	2,094.00	2,094.00	.00	12,564.00	12,564.00	.00	25,128.00
Subtotal Income		22,451.03	22,045.66	405.37	136,765.20	133,773.96	2,991.24	266,048.00
<b>EXPENSES</b>								
<b>ADMINISTRATIVE &amp; OFFICE</b>								
00510	Administrative/Accounting Fee	1,110.00	830.00	(280.00)	5,320.00	4,980.00	(340.00)	9,960.00
00512	DR Enforcement Contract	.00	416.67	416.67	2,753.85	2,500.02	(253.83)	5,000.00
00513	DR & ACC expenses	.00	41.67	41.67	.00	250.02	250.02	500.00
00520	Legal Fees - Homeowners	190.76	291.67	100.91	1,892.08	1,750.02	(142.06)	3,500.00
00525	Legal Fees Corporate	(175.00)	208.33	383.33	51.02	1,249.98	1,198.96	2,500.00
00530	Audit & Tax Prep Fees	.00	.00	.00	500.00	500.00	.00	500.00
00540	Postage, Printing, Mailouts	319.20	166.67	(152.53)	1,407.55	1,000.02	(407.53)	2,000.00
00545	Meeting Expense	.00	41.67	41.67	35.00	250.02	215.02	500.00
00555	Collection Notices Expenses	.00	.00	.00	240.00	.00	(240.00)	.00
00560	Web Site & Internet	37.93	50.00	12.07	227.58	300.00	72.42	600.00
00570	Community Events	.00	.00	.00	.00	500.00	500.00	500.00
00590	Other Admin Expenses	.00	20.83	20.83	.00	124.98	124.98	250.00
ADMINISTRATIVE & OFFIC		1,482.89	2,067.51	584.62	12,427.08	13,405.06	977.98	25,810.00
<b>POOL</b>								
00610	Pool Contract & Lifeguard	10,261.92	8,000.00	(2,261.92)	16,242.94	20,000.00	3,757.06	38,000.00
00615	Pool Repairs & Maintenance	468.00	2,000.00	1,532.00	894.00	3,000.00	2,106.00	4,000.00
00620	Pool Supplies & Equipment	.00	1,000.00	1,000.00	171.51	1,500.00	1,328.49	2,500.00
00624	Pool Permits	.00	.00	.00	373.58	350.00	(23.58)	1,350.00
POOL		10,729.92	11,000.00	270.08	17,682.03	24,850.00	7,167.97	45,850.00

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Income/Expense Statement  
Period: 06/01/19 to 06/30/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
<b>UTILITIES</b>								
00632	Electricity	.00	500.00	500.00	1,523.87	3,000.00	1,476.13	6,000.00
00634	Water/Sewer	332.98	250.00	(82.98)	934.12	1,500.00	565.88	3,000.00
00640	Telephone	83.12	62.50	(20.62)	497.74	375.00	(122.74)	750.00
	UTILITIES	416.10	812.50	396.40	2,955.73	4,875.00	1,919.27	9,750.00
<b>GARBAGE &amp; SECURITY</b>								
00655	Garbage Service Contract	4,495.12	4,750.00	254.88	26,970.72	28,500.00	1,529.28	57,000.00
00658	Security Service Contract	6,437.39	6,437.50	.11	38,624.34	38,625.00	.66	77,250.00
	GARBAGE & SECURITY	10,932.51	11,187.50	254.99	65,595.06	67,125.00	1,529.94	134,250.00
<b>LANDSCAPING &amp; GROUNDS</b>								
00755	Grounds Maint Contract-Kirkw	1,255.71	1,255.00	(.71)	7,534.26	7,530.00	(4.26)	15,060.00
00756	Grounds Maint Contract-PoolP	450.00	375.00	(75.00)	1,299.17	2,250.00	950.83	4,500.00
00758	Mosquito Fogging	175.00	150.00	(25.00)	455.00	600.00	145.00	1,000.00
00760	Other Grounds Maintenance	.00	83.33	83.33	.00	499.98	499.98	1,000.00
00763	Other Rec Repairs, Maint, Sup	.00	83.33	83.33	.00	499.98	499.98	1,000.00
00770	Property Mowing/Force Mows	.00	16.67	16.67	.00	100.02	100.02	200.00
	LANDSCAPING & GROUNI	1,880.71	1,963.33	82.62	9,288.43	11,479.98	2,191.55	22,760.00
<b>INSURANCE &amp; OTHER</b>								
00785	Insurance	.00	.00	.00	8,431.00	8,500.00	69.00	11,500.00
00790	Property Taxes	.00	.00	.00	.00	.00	.00	50.00
00810	Miscellaneous/Other	.00	27.33	27.33	.00	163.98	163.98	328.00
00950	Transfer to/(from) Reserves	.00	.00	.00	.00	.00	.00	15,750.00
	INSURANCE & OTHER	.00	27.33	27.33	8,431.00	8,663.98	232.98	27,628.00
	<b>TOTAL OPERATING EXPENS</b>	<b>25,442.13</b>	<b>27,058.17</b>	<b>1,616.04</b>	<b>116,379.33</b>	<b>130,399.02</b>	<b>14,019.69</b>	<b>266,048.00</b>
	<b>OPERATING SURPLUS/(DEF</b>	<b>(2,991.10)</b>	<b>(5,012.51)</b>	<b>2,021.41</b>	<b>20,385.87</b>	<b>3,374.94</b>	<b>17,010.93</b>	<b>.00</b>

# Nottingham West Civic Club

Income/Expense Statement  
 Period: 06/01/19 to 06/30/19

Account	Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
RESERVE REVENUE								
00965	Transfer from/(to) Operating	.00	.00	.00	.00	.00	.00	15,750.00
00970	Reserve Interest Income	2.39	.83	1.56	13.97	4.98	8.99	10.00
TOTAL RESERVE REVENUE		2.39	.83	1.56	13.97	4.98	8.99	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)		2.39	.83	1.56	13.97	4.98	8.99	10,760.00
TOTAL SURPLUS/(DEFICIT)		(2,988.71)	(5,011.68)	2,022.97	20,399.84	3,379.92	17,019.92	10,760.00
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## NWCCI ACC QUARTERLY MEETING REPORT

- 112 new homes/additions/modifications to existing homes have been approved for construction
- 85 new homes/additions/modifications have been completed
- 3 new homes are under construction:
  - 14011 Myrtlea Drive
  - 14119 Kingsride Lane
- 3 additions/modifications to existing homes are under construction
- 11 homes are For Sale
- 1 Home Sold
- 3 homes are for Lease/Rent
- 3 existing homes have been demolished and the lots are for sale for new home construction
  - 14107 Barryknoll Lane
  - 14039 Myrtlea Drive
  - 14127 Pinerock Lane