

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

April 30, 2026 | 7:00 P.M.  
Memorial West Civic Center  
700 N Kirkwood Drive, Houston, TX 77079

**MEETING AGENDA**

- Call to Order
  - Called to order at 7:02PM
  - Quorum 8 residential families
  - Adjourned at 7:51PM
- HOA Officers Reports:
  - President**
    1. 2026 HOA Budget Overview
      - We are currently under budget.
    2. Bylaws Review
      - Nothing currently under review, however we have received feedback on whether to stream this meeting, ACC policies and procedures. We're considering the development of a committee to review and update the bylaws.
    3. Community Services & Contracts
      - Trash Collection Services
      - Constables Security
      - The contract is under review, as there has been an increase in price. We're evaluating the current services they're providing.
      - **Resident Feedback:** continue to work with Constables, there is a level of comfort with Constables and their response rate/time. Requesting for Constables to help reduce speed within the neighborhood (residential streets), particularly on Kimberly.
        - Pool & Park Power, Lawn Services and Pest Control
      - Expenses have been within budget—mulch and plants have been restored from the late freeze.
        - Pool Lifeguards & Maintenance
      - Pool is open, all hours will remain, and we're beginning to seek out lifeguards.
        - Kirkwood Lawn Care Services
        - Community Mosquito Control
      - **Resident Feedback:** look into extending the services with the mosquito control services
    4. Community Improvements
      - Pool Fences updated with automatic locking system & security screen
      - New security screen was installed to keep non-residents out of the pool. New keys have been cut for those that may be experiencing their old key not working. Send us an email to request a new key. If you need to request a key for the first

time, you'll need to pay the fee. Your key will now also open and unlock the restroom.

- **Resident Feedback:** reiterate the fact that residents cannot and should not prop the doors open. Door should always be locked.
    - New pool furniture
  - New lounge chairs have been purchased and are here. We'll send an email for residents to meet us at the pool to help us put them together.
5. Liens
- Working with community legal counsel to recoup long overdue assessment fees
  - Collection efforts ongoing for balances overdue
- Currently we're at 96% in recouping overdue fees
6. New Projects
- No current new projects at the moment

### **Vice President**

1. Newsletter
- We've brought the newsletter back! If you have not received it, please email us and send us your preferred email address. We have 2 events coming up—Memorial Day Taco Truck event (sponsored and funded by a local builder), July 4th we'll have ice cream treats for all to enjoy at the pool.
2. Committees & Volunteer Opportunities
- We are establishing 4 new committees: Social, Safety, Environmental and Governance. We welcome you to consider spearheading or joining these committees; you can email us with your interests.

### **Treasurer**

1. NWCC Financial Report Review YTD update
- Currently under budget by about \$13,000
  - Cash reserve of about \$40,000
  - Our collection rate is currently at 96%
  - Our largest outgoing expenses are trash, safety/security and pool/park services

- **ACC Committee**

1. New construction and property improvement report
2. Open Roles
- We have had new and different requests recently. We're looking into updating the guidelines and policies as well. If anyone is interested in joining the ACC, please reach out. We currently only have one committee member.

- Currently we have a fee of \$2500 for builds that are not in compliance with our ACC guidelines. Evaluation of those bylaws would be key to revise this. If you're interested in helping to review the bylaws, please let us know.

- **Constables Report**

### **Resident Questions**

1. ATT/Contract services, have they completed the services? Kingside has been marked, but no work has been done.
2. Update on status of water line services?
3. Do residents receive a notice when the City is doing work on their residence. Door tags should be given, but they haven't been doing so recently.