

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

DATE: OCTOBER 28th, 2017
TIME: 9:00 AM CST
LOCATION: Nottingham West Civic Club- Community Park
831 Carlingford.
Houston, TX 77079

OCTOBER 2017 QUARTERLY MEETING AGENDA

- 1) Call to Order
- 2) Adoption of the Agenda
- 3) Adoption of the Minutes
- 4) Constable's Report
- 5) Officer Reports
 - a) President
 - b) Vice-President
 - c) Treasurer
Financial Review
 - d) Secretary
- 6) New Business
 - a) 2018 Security Services Contract 3% Annual Increase
 - b) 2018 Assessment (Officers recommend no increase- to be explained during meeting)
 - c) 2018 Budget Review
 - d) Trash Collection Renewal – Status update
 - e) Pool Slide Replacement
 - f) Pool- Extended Hours –Adults 21 and older only.
 - (i) March-Memorial Day 6AM to 8PM
 - (ii) Summer Season Open 6AM to 10AM
 - (iii) September-October 6AM to 8PM
- VII. Proposed Business for January Meeting
 - a. Motions from the homeowners -Two minute limit per homeowner
- VIII. Adjournment

MINUTES OF THE ANNUAL HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON July 29, 2017 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS AND OFFICERS PRESENT: Luis Miramontes (President), James Abel, Nancy Bailey, Reed Brown (director).

DIRECTORS AND OFFICERS ABSENT: Fuping Zhu, Rosanna Hinde (director)

CALL TO ORDER: The meeting was called to order at 9:06 a.m.

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 April, 2017 were approved.

CONSTABLE'S REPORT: Deputy Kimberly Stirling, one of the daytime constables, reported that there had been 3 burglaries. One person was arrested who broke into a new house on Woodthorpe. The person had some mental issues and thought that was his house. She also reported that there had been several reports of lawn equipment stolen. The suspect is a person with blonde hair, driving a black BMW with license plate JNR1760. Fort Bend has issued a warrant for this person so please report if you see this vehicle.

Update

The suspect was spotted in the Georgetown/Memorial Glen area on August 15. No stolen goods were in his possession at that time but he was arrested on an unrelated charge.

As a reminder, the constable can usually respond quicker than the City of Houston police. Phone number for the Constable is 281-463-6666.

OFFICER REPORTS:

a) President – Luis Miramontes

An update was provided on pending contract renewals and other items:

1. Trash Collection Contract- Existing contract to expire end of July, but renewal date 30 days in advance of contract date. Contract not yet signed but in negotiations over term of contract and allowable increases in future years.
2. Insurance Contract- The Association carries insurance for liability, property damage and other items. Crest only provided a quote from one insurance company and that quote is very high. President is requesting additional quotes for comparison.
3. The city of Houston inspected the pool and closed the pool temporarily for the following violations: chlorine levels were too high, the drainage permit was not properly displayed and the phone line had static and was not easily accessible in case of emergency. The violations were corrected and the pool reopened.
4. Bylaws revision to be discussed later
5. Kirkwood project still pending

b) Vice-President – James Abel

The Vice-President provided the following information:

1. Pool Opening – The 2017 pool season began on May 20th and will run to September 2017. A schedule with pool opening hours was posted in NW website and placed at the pool door. Update: Rain from Harvey closed the pool earlier than planned.
2. Social Events
 - a. Memorial Day

An ice cream social meet and greet social event was held on Memorial Day. The event was well attended and approximately \$50 was contributed to future social events.

b. 4th of July Celebration

A 4th of July celebration was held at the pool. Hotdogs were served with chips, a drink and dessert. Approximately 80 to 90 people attended at some time during the event.

c. A Labor Day social was discussed. Harvey interfered but possibly a social event in October.

d. A special Thank You to Connie, for the spectacular decorations for both events!

c) Treasurer – Nancy Bailey

The majority of delinquent accounts relates to two houses. One account was in bankruptcy. We have requested status of this bankruptcy from the attorney. We will also check that lien has been filed on second large outstanding account.

d) Secretary – Fuping Zhu

On vacation, but minutes presented by President

ARCHITECTURAL CONTROL COMMITTEE (ACC) REPORT: UPDATE

Preston Mood reported for the ACC that:

- 74 new homes and additions/modifications to existing homes have been approved for construction
 - 67 new homes and additions/modifications have been completed
 - 2 new homes are under construction: 14034 Myrtlea Drive and 14011 Barryknoll Lane
 - 3 additions/modifications to existing homes are under construction
 - 5 additions/modifications to existing homes are under review but need additional documentation
 - no new home is currently in ACC review
- 11 homes are for sale and 3 homes are for lease/rent
- 4 existing homes have been demolished and the lots are for sale for new home construction

NEW BUSINESS:

- a) A motion was made to get bids to repair/upgrade pool area. Ceiling fans are broken, restrooms need painting, caulking and other maintenance, slide is nonfunctional and should be removed or replaced, pool furniture in poor condition.

ADJOURNMENT:

A homeowner made a motion to adjourn the meeting and it was endorsed. The meeting was adjourned at 11:10 a.m.

APPROVAL:

Luis Miramontes (NWCC President)

Authorized Officer

Oct, 20, 2017

Date

NWCCI ACC QUARTERLY MEETING REPORT October 28, 2017

- 77 new homes/additions/modifications to existing homes have been approved for construction
- 70 new homes/additions/modifications have been completed
- 2 new homes are under construction:
 - 14011 Barryknoll Lane
 - 14015 Woodthorpe Lane
- 3 additions/modifications to existing homes are under construction
- No new home is currently in ACC review
- 10 homes are For Sale
- No homes are for Lease/Rent
- 5 existing homes have been demolished and the lots are for sale for new home construction
- 3 sets of plans for new homes/additions/modifications to existing homes have been submitted, but require additional information to reviewed and approved

Nottingham West Civic Club					
Preliminary 2018 Budget					
	2017	Actual	Projected	2018	
	Approved	8/31/2017	12/31/2017	Budget	
	Budget				
	1% Increase			No Increase	
Annual assessments per lot	\$620.88	\$650.44	\$650.44	\$680.00	
Revenues:					
Maintenance Fees	216,686	147,897	227,004	237,320	349 lots
Trash Reimbursement	25,128	14,658	25,128	25,128	\$6/per lot
Construction Deposit	-	-	-	-	
Lien Filing Fees	-	-	-	-	
Interest on unpaid assessments	1,725	2,513	3,770	2,000	
Interest Income	250	80	100	250	
Miscellaneous Income	100	390	450	150	
Revenues	243,889	165,538	256,452	264,848	
Less Uncollected	6,684	17,352	10,000	6,684	Assume 3% uncollected
Total Revenues	237,205	148,186	246,452	258,164	
Expenses:					
Administrative					
Administrative Contract	12,000	8,000	12,000	12,000	
Administrative - Other	-	179	179	200	
Office Supplies	150	105	150	150	
Copies	1,800	342	450	600	
Postage	1,500	337	700	800	
Community Mailouts		188	188	300	
Meetings	42	300	450	500	
Administrative Notices	2,300	1,267	2,300	2,300	\$3/platted lot/2 billings + bal due notices
Deed Restriction Expenses	500	15	15	250	
Record Storage		160	240	300	
ACC Expenses	100	-	100	100	
Total Administrative	18,392	10,893	16,772	17,500	
Professional Services					
Legal - Corporate	5,000	1,859	2,789	3,000	
Legal - Collections	5,000	169	169	3,000	
Legal - Collections Billed to Owners	-	(169)	(169)	-	No charge backs for budgeting purposes
Legal - Deed Restrictions	1,000	41	41	500	
Legal - Deed Restrictions Billed to Owners	-	(41)	(41)	-	No charge backs for budgeting purposes
Tax Preparation & Audit	600	600	600	700	Assume Increase
Total Professional Services	11,600	2,459	3,389	7,200	
Grounds Maintenance					

Nottingham West Civic Club						
Preliminary 2018 Budget						
	2017	Actual	Projected	2018		
	Approved	8/31/2017	12/31/2017	Budget		
	Budget					
	1% Increase			No Increase		
Annual assessments per lot	\$620.88	\$650.44	\$650.44	\$680.00		
Landscape Contract - NWCC	-	2,155	3,233	4,000		
Landscape Contract - NMF	7,000	967	1,451	5,000		
Pool & Park Lawn Maint	2,000	360	360	1,000		
Ant Treatment & Fertilizing	2,000	-	-	500		Assume Treatment
Annual Mulch	1,000	-	-	1,000		Assume Treatment
Landscape Extras	300	-	-	300		
Landscape - Other	150	-	-	150		
Irrigation Repairs	-	-	-	-		
Playground Repairs & Maint		1,425	1,425	1,000		
Force Mows	100	-	100	100		
Force Mows - Billed Back to Owner	-	-	-	-		No charge backs for budgeting purposes
Recreation Supplies/R & M	-	137	137	-		
Other Repairs & Maint	-	-	-	-		
Total Grounds Maintenance	12,550	5,044	6,706	13,050		
Pool						
Pool Contract	37,034	33,589	37,306	38,425		Assume 3% increase
Extra Services		235	235	-		
Repairs & Maintenance	2,500	1,283	1,925	2,500		
Furniture & Equipment	500	-	500	500		
Supplies & Pool Tags	-	463	463	1,000		
Total Pool	40,034	35,570	40,429	42,425		
Utilities						
Electricity - Meters	7,500	3,417	5,126	6,000		Under contract until 2017
Water & Sewer	2,700	1,912	2,868	3,000		
Telephone	700	462	700	700		
Patrol Services	79,187	49,999	74,999	77,249		3% increase
Mosquito Fogging	1,275	491	737	900		
Trash Service	50,088	33,392	50,088	50,088		
Total Utilities	141,450	89,673	134,518	137,937		
Other Expenses						
Property Taxes	10	-	10	10		
Bank Fees	-	-	-	-		
Insurance	11,286	7,569	11,556	12,134		Assume 5% increase

Nottingham West Civic Club					
Preliminary 2018 Budget					
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Interest Income	250	80	100	250	
Miscellaneous Income	100	390	450	150	
Revenues	243,889	165,538	256,452	264,848	
Less Uncollected	6,684	17,352	10,000	6,684	Assume 3% uncollected
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Record Storage		160	240	300	
ACC Expenses	100	-	100	100	
Total Administrative	18,392	10,893	16,772	17,500	
Professional Services					
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Legal - Collections	5,000	169	169	3,000	
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Legal - Deed Restrictions Billed to Owners	-	(41)	(41)	-	No charge backs for budgeting purposes
Tax Preparation & Audit	600	600	600	700	Assume Increase
Total Professional Services	11,600	2,459	3,389	7,200	
Grounds Maintenance					

Nottingham West Civic Club
 Balance Sheet
 September 30, 2017

ASSETS:	

CASH	

MOB - Operating	\$ 58,187.89
MOB- Petty Cash	798.02
MOB - Money Market	55,976.21
Due from Reserve	24,140.79
TOTAL CASH	\$ 139,102.91

RESERVE FUNDS	

MOB - Reserve	3,013.17
MOB - Park Reserve	13,968.22
Due to Operating	(24,140.79)
TOTAL RESERVE FUNDS	(7,159.40)

RECEIVABLES	

2012 Maintenance Fees	1,945.20
2013 Maintenance Fees	608.04
2014 Maintenance Fees	1,872.08
2015 Maintenance Fees	1,444.08
2016 Maintenance Fees	1,536.85
2017 Maintenance Fees	15,282.71
2018 Maintenance Fees	(2,932.37)
Finance Charges	1,812.03
Collection Costs	485.00
Legal Fees	1,862.56
Allowance for Bad Debts	(6,699.33)
TOTAL RECEIVABLES	17,216.85

Nottingham West Civic Club
 Balance Sheet
 September 30, 2017

OTHER ASSETS		

Prepaid Insurance	\$	8,667.00
Trash Reimbursement-City		6,282.00

TOTAL OTHER ASSETS	\$	14,949.00

TOTAL ASSETS	\$	164,109.36
		=====
LIABILITIES:		

Accounts Payable	\$	2,469.97
Other Accrued Expenses		1,091.34
Construction Deposits		26,750.00
Deferred Maintenance Fees		59,329.99

TOTAL LIABILITIES	\$	89,641.30

EQUITY:		

RESERVE FUNDS		

Reserve Funds		(10,028.43)
Reserve Fund Interest		3.36
Park Improvement Funds		2,850.00
Park Improvement Interest		15.67

TOTAL RESERVE FUNDS		(7,159.40)

MEMBERS EQUITY		58,724.24
CURRENT YEAR SURPLUS (DEFICIT)		20,403.22

TOTAL EQUITY		79,127.46

TOTAL LIABILITIES AND EQUITY	\$	161,609.36
		=====

Nottingham West Civic Club
 INCOME STATEMENT - BUDGET COMPARISON
 For 9 Months Ended September 30, 2017

	SEP ACTUAL	SEP BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
GROUNDS MAINTENANCE								
Landscape Contract - NWCC				2,155		(2,155)		(2,155)
Landscape Contract - NMF		583	583	967	5,250	4,283	7,000	6,033
Pool & Park Lawn Maint		167	167	360	1,500	1,140	2,000	1,640
Ant Treatment & Fertilizing		167	167		1,500	1,500	2,000	2,000
Annual Mulch		83	83		750	750	1,000	1,000
Landscape Extras		25	25		225	225	300	300
Landscape - Other		13	13		113	113	150	150
Force Mows		8	8		75	75	100	100
Playground Repairs & Maint				1,425		(1,425)		(1,425)
Recreation Supplies/R & M				137		(137)		(137)
TOTAL GROUNDS MAINTENANCE		1,046	1,046	5,044	9,413	4,369	12,550	7,506
POOL								
Pool Contract & Lifeguard	1,732	3,086	1,354	35,321	27,776	(7,545)	37,034	1,713
Extra Services				235		(235)		(235)
Repairs & Maintenance		208	208	1,283	1,875	592	2,500	1,217
Furniture & Equipment		42	42		375	375	500	500
Supplies & Pool Tags				463		(463)		(463)
TOTAL POOL	1,732	3,336	1,604	37,302	30,026	(7,276)	40,034	2,732
UTILITIES								
Electricity - Meters	841	625	(216)	4,258	5,625	1,367	7,500	3,242
Water & Sewer		225	225	1,912	2,025	113	2,700	788
Telephone	60	58	(2)	521	525	4	700	179
TOTAL UTILITIES	901	908	7	6,691	8,175	1,484	10,900	4,209
TRASH COLLECTION SERVICES								
Trash Service	4,174	4,174		37,566	37,566		50,088	12,522
TOTAL TRASH COLLECTION SERVICE	4,174	4,174		37,566	37,566		50,088	12,522

Nottingham West Civic Club
INCOME STATEMENT - BUDGET COMPARISON
For 9 Months Ended September 30, 2017

	SEP ACTUAL	SEP BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
REVENUES:								
Maintenance Fees	19,777	18,057	(1,720)	167,674	162,515	(5,159)	216,686	49,012
Trash Reimbursement	2,094	2,094		16,752	18,846	2,094	25,128	8,376
Interest on Unpaid Assessments	345	150	(195)	2,858	1,275	(1,583)	1,725	(1,133)
Interest Income	10	21	11	90	187	97	250	160
Miscellaneous Income		8	8	390	75	(315)	100	(290)
TOTAL REVENUES	22,226	20,330	(1,896)	187,764	182,898	(4,866)	243,889	56,125
EXPENSES:								
ADMINISTRATIVE								
Administrative Contract	1,000	1,000		9,000	9,000		12,000	3,000
Administrative - Other				179		(179)		(179)
Office Supplies		13	13	105	113	8	150	45
Copies	9	150	141	351	1,350	999	1,800	1,449
Postage & Delivery	6	125	119	343	1,125	782	1,500	1,157
Community Mailouts				188		(188)		(188)
Meetings				300	42	(258)	42	(258)
Administrative Notices		192	192	1,267	1,725	458	2,300	1,033
Deed Restriction Expenses		42	42	15	375	360	500	485
Record Storage	20		(20)	180		(180)		(180)
ACC Expenses		8	8		75	75	100	100
TOTAL ADMINISTRATIVE	1,035	1,530	495	11,928	13,805	1,877	18,392	6,464
PROFESSIONAL FEES								
Legal - Corporate		417	417	1,859	3,750	1,891	5,000	3,141
Legal - Collections	359	417	58	528	3,750	3,222	5,000	4,472
Legal Coll - Billed to Owners	(274)		274	(442)		442		442
Legal - Deed Restrictions		83	83	41	750	709	1,000	959
Legal DR - Billed to Owners				(41)		41		41
Tax Preparation & Audit		50	50	600	450	(150)	600	
TOTAL PROFESSIONAL FEES	85	967	882	2,545	8,700	6,155	11,600	9,055

Nottingham West Civic Club
 INCOME STATEMENT - BUDGET COMPARISON
 For 9 Months Ended September 30, 2017

	SEP ACTUAL	SEP BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
PATROL SERVICES								

Patrol Services	6,250	6,631	381	56,249	59,295	3,046	79,187	22,938
TOTAL PATROL SERVICES	6,250	6,631	381	56,249	59,295	3,046	79,187	22,938
PEST CONTROL SERVICES								

Mosquito Fogging	175	108	(67)	666	950	284	1,275	609
TOTAL PEST CONTROL SERVICES	175	108	(67)	666	950	284	1,275	609
OTHER								

Property Taxes		1	1		7	7	10	10
Insurance	963	941	(22)	8,532	8,465	(67)	11,286	2,754
Web Site Maintenance		50	50	116	450	334	600	484
Community Events		4	4		38	38	50	50
Newsletter/Communications		33	33	105	300	195	400	295
Miscellaneous		21	21		187	187	250	250
Bad Debts		557	557	618	4,998	4,380	6,669	6,051
TOTAL OTHER	963	1,607	644	9,371	14,445	5,074	19,265	9,894
CAPITAL RESERVE FUND								

Capital Reserve Fund		346	346		3,099	3,099	4,137	4,137
TOTAL CAPITAL RESERVE FUND		346	346		3,099	3,099	4,137	4,137
TOTAL EXPENSES	15,315	20,653	5,338	167,362	185,474	18,112	247,428	80,066
SURPLUS (DEFICIT)	6,911	(323)	(7,234)	20,402	(2,576)	(22,978)	(3,539)	(23,941)