

MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON OCTOBER 14, 2015 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS PRESENT: Rosanna Hinde, John Benton, Angie Lootens and Pam Ziegenbein.

IN ATTENDANCE: Hayley Harkins representing Crest Management Company, as managing agent.

CALL TO ORDER: The meeting was called to order at 7:32 p.m. with 19 lots represented.

ADOPTION OF AGENDA: The Agenda was approved as presented by unanimous consent.

ADOPTION OF MINUTES: Minutes of the Board meeting held on July 22, 2015 were approved as presented by unanimous consent.

CONSTABLE'S REPORT: The Constable discussed 3 recent burglaries on the east side of Kirkwood. An HPD detective has been assigned the investigation and has information on the suspects. The Constables are working extra hours and focusing on the area in response to the recent activity.

OFFICER REPORTS:

a) President – Rosanna Hinde

The Board is proposing a 1.1% increase, based on CPI. Members will vote on this during New Business. There has been no increase in several years and CPI increases every year will help the Association to avoid larger increases in the future. Crest has been performing the deed restriction inspections for the past few months.

b) Vice President – John Benton

The pool hours were extended for weekends in September in response to owner requests, but there was not much activity at the pool. There were some inclement weather and staffing issues in September since many lifeguards had returned to school. A new water fountain was installed at the pool.

c) Treasurer – Crest Management Financial Update

Agent presented the September 30, 2015 financials. Total cash was noted as \$86,806.70, total reserves was noted as \$97,675.92, and accounts receivables was noted as \$27,788.14, including \$22,364.91 in outstanding 2015 maintenance fees. The Association was 92% collected. Agent noted that a Park Reserve Fund was set up and took questions from the floor.

d) Secretary – Angie Lootens

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COMMITTEE REPORTS:

a) Architectural Control – Preston Mood

There are 57 new homes and additions to existing homes that have been approved for construction. 47 new homes have been completed, and 9 new homes and additions are currently under construction. Common additions are pools, patio covers and other backyard improvements. There are 8 existing homes for sale and over 10 new homes for sale.

NEW BUSINESS:

a) Pool Access Changes

Courtney Whyte advised that she has information about the swim at your own risk pool in Thornwood and found that the cost per house could be reduced by switching from a guarded pool. She contacted a security company for rough estimates for modifications to bring the NWCC pool into compliance, which would include modifications to the gate and installing an access control system. The gate modifications

would range from \$500 to \$1,500. An access control system with a card reader would be approximately \$2,450, not including cards or fobs. Homeowners asked questions about insurance coverage, liability, pool maintenance and on-going maintenance costs for the access control system. A homeowner suggested swim at your own risk hours with reduced lifeguard hours.

b) 2016 Budget

The 2016 budget worksheet was presented for review. Director Hinde advised that, aside from the park assessment, there has not been an increase in at least 3 years. After discussion and revisions, motion was made, seconded and carried by a majority vote to approve the budget and assessment rate with a 1.1% increase at \$614.73 per lot.

c) NWCC Audit Results

Director Hinde advised that the 2014 audit was completed. The opinion was that the financial statements, in all material aspects, the financial position of the Association as of December 31, 2014, and the results of its operations and its cash flows was in conformity with accounting principles generally accepted in the United States of America. Agent advised that minor adjustments were recommended and will be processed.

d) Park Bids

Director Benton advised that bids have been received for the fence and shade structure. All fence bids were within budget. Director Benton requested authority to continue negotiations with the fence companies. Motion was made, seconded and carried to allow further negotiations. Director Benton advised that with a 20 ft. by 20 ft. shade structure, which he recommends, the Association would be over budget by approximately \$650. From the floor, Roland Mitchell stated that he agrees that a larger shade structure would be the best option for the Association and offered to contribute to cover the overage. Motion was made, seconded and carried to approve the 20 ft. by 20 ft. shade structure.

FLOOR MOTIONS:

A homeowner requested the Saturday construction hours. Preston Mood advised that Saturday construction is restricted to 9 a.m. to 5 p.m.

A homeowner reported a crepe myrtle tree that is blocking a stop sign.

PROPOSED BUSINESS FOR JANUARY MEETING:

There were no topics proposed for discussion at the January meeting.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:00 p.m.

Minutes approved by: Rosanna Hinde, John Benton, Pam Ziegenbein, Angela Lootens