

MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON JANUARY 20, 2016 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS AND OFFICERS PRESENT: Rosanna Hinde, John Benton, Angie Lootens, Pam Ziegenbein and Reed Brown (past President).

DIRECTORS AND OFFICERS ABSENT: Mark Dessens (past President).

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 October 14, 2015 were approved as presented by unanimous consent.

CONSTABLE'S REPORT: The Constable was not present to provide a report.

OFFICER REPORTS:

a) President – Rosanna Hinde

The first installment of 2016 assessments is due on January 31, 2016 in the amount of \$307.37, based on the approved 1.1% CPI increase. The Memorial Dr. expansion project will effect traffic on Kirkwood Rd. A request will be submitted for a speed trailer during the project. Recent changes to Texas Property code required an update to the Association's by-laws, which have been prepared for recordation. A copy will be posted on the website.

b) Vice President – John Benton

Sweetwater Pools has submitted proposals for replastering the pool and replacing the depth markers to bring them into compliance with state code. The replaster proposal is \$19,062.00, not including the cost of water to refill the pool. Director Benton advised that the pool was built in 2001 and plaster has a 10 year lifespan. A vote will be taken during New Business. The proposal for replacing the depth markers is \$2,500.00. Discussion was held and Director Benton recommended holding this item pending receipt of a report of any compliance/code issues from Sweetwater. A vote will be taken at the April quarterly meeting for approval of the depth marker proposal. The park project is about 90% complete. Following an on-site meeting, it was determined that the proposed layout would not work and adjustments were made. The adjustments required modifications to the pathway and additional irrigation work, including installation of a drain under the playground. The pavilion installation is pending receipt of sealed plans to be submitted with the permit request to the City of Houston. There is currently a \$2,078.00 projected overage on the park improvement budget.

c) Treasurer – Crest Management Financial Update

Agent presented the November 30, 2015 financials. Total cash was noted as \$100,755.86, total reserves was noted as \$76,010.07, and accounts receivables was noted as \$20,658.42, including \$14,014.84 in outstanding 2015 maintenance fees. The Association was 95% collected and had a \$8,584.00 year to date surplus.

d) Secretary – Angie Lootens

Less than 100 newsletters are being mailed. Crest Management provides updated mailing records before each newsletter is sent. Please keep your email address updated if receiving it electronically.

COMMITTEE REPORTS:

a) Super-Neighborhood Liaison Report – Reed Brown

A new mayor was elected as well as a new District G Commissioner – Greg Travis. Drainage work is planned along Antoine Dr. and Memorial Dr. Modifications are planned for the sanitary sewage treatment plant. The lift station will be shut down during modifications, which are scheduled for mid-2017 with a \$9.8 million budget.

b) Architectural Control – Preston Mood

There are 58 new homes and additions to existing homes that have been approved for construction. 49 new homes have been completed, and 9 new homes and additions are currently under construction. Construction has slowed down recently so it is a good time to contact contractors for home improvements. There are 11 existing homes for sale and 2 existing homes for lease. The donation from Roland Mitchell for the park project was received. Feel free to contact him with any questions or concerns.

NEW BUSINESS:

a) Officer Elections

Director Hinde advised that Courtney Whyte has submitted her name for consideration for the Vice President position. No other nominations were received and Director Benton is not seeking re-election. With no other candidates for the positions, Rosanna Hinde, Courtney Whyte, Angie Lootens and Pam Ziegenbein were elected by acclamation.

b) Vote on Replaster of Pool

A discussion was held and motion was made, seconded and carried to table this item until the July meeting. Homeowners requested a 3rd party opinion.

c) Vote on Allowing Nottingham Sharks to use Pool

Director Hinde advised that the Nottingham Sharks have requested permission to use the pool. Homeowners requested more information on why they are requesting this and how parking will be handled. Motion was made, seconded and carried to table this until more information is available.

FLOOR MOTIONS:

A homeowner requested that the Architectural Control Committee reference deeds when reviewing new construction applications due to inconsistencies with new surveys.

A homeowner suggested that owners pull blueprints if experiencing drainage issues related to new construction.

PROPOSED BUSINESS FOR APRIL MEETING:

The by-law amendment, tabled depth marker proposal and vote for allowing the Nottingham Sharks to use the pool will be presented at the April meeting.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned 8:50 p.m.

APPROVAL:

Authorized Officer

Date