

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

DATE: November 7th, 2019
TIME: 7:00 P.M.
LOCATION: Nottingham Park Meeting Room
926 Country Placed Dr.
Houston, TX 77079

MEETING AGENDA

- I. Call to Order
- II. Adoption of the Agenda
- III. Adoption of the MOM
- IV. Constables Report
- V. Officer Reports:
 - a) President
 1. 2020 Budget Review For Approval
 2. 2020 Annual Fees \$680 No Increase
 3. Liens – Collection Enforcement- Status Report
 - a. All fees overdue over \$1K collected thru Sept 2019
 - b) Treasurer
 1. NWCC Financial Reports Review
- VI. Committees:
 - a) ACC Committee Report
 1. Report
- VII. New Business
 - a) Seeking volunteers for following HOA roles- January 2020
 1. President
 2. Vice-president
 3. Treasurer
 4. Secretary
 - b) Pool House Update and/or Replacement –Future Project
 1. Survey and Architectural Services
- VIII. Proposed Business for January 2020 Meeting
 - a) New HOA Officers Elections
 - b) Motions from the homeowners -Two minute limit per homeowner
- IX. Adjournment

MINUTES OF THE QUARTERLY HOMEOWNER ASSOCIATION MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC. HELD ON JULY 25th, 2019 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS AND OFFICERS PRESENT: Luis Miramontes (President), Nancy Bailey (Treasurer)

DIRECTORS AND OFFICERS ABSENT: Rosanna Hinde (past President) Reed Brown (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 15 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 April 11th, 2019 was approved.

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

1. The monthly constable community safety report was reviewed and discussed with attendants.
2. Constables advised process to deal with homeless peasants. Neighbors shall call constables if homeless or strangers wandering around community etc.
3. Community requested additional constable watch signs to be placed thru community. Constable to work with HOA to request and install signs
4. A homeowner requested additional speed bumps to further slowdown pass-through traffic specially during rush hour in Kimberley Ln. HOA President indicated that a request was filed with City of Houston traffic department early 2019 requesting speed bumps however city is expecting to provide a response no earlier than two (2) years from when application was filed due to budget constraints. Homeowner was encouraged to further investigate costs for community to consider self funding speed bumps.
5. A homeowner requested enhanced patrols thru community to slow down passing thru traffic as some residents are specially concerned with high traffic in Kimberley Ln and due to high number of small children throughout community. Constable indicated an official request shall be lodged with the constable's office in order to implement a patrol program. Constable indicated that if such program is implemented residents of community could also be ticketed for speeding or no following traffic signs. HOA Officers to discuss and advise Constables later if such enhance patrolled program is necessary.
6. Constables advised some cars were broken into in adjacent communities during the summer. Most of cars break-ins occurred on unlocked vehicles. Constable reminded neighbors to remove valuables from sight and locked all doors in cars parked in street.

OFFICER REPORTS:

A. President – Luis Miramontes

1. Liens- Community pursuing collection of overdue fees from delinquent properties with balance higher than \$1,000. Community has recouped dues for those properties with dues over \$2,000. Recouped monies have been deposited on HOA bank account.
2. Contract for trash collection with WCA extended from July 2019 to July 2021, 2 additional years with no rate increase.
3. Homeowners advised that Centerpoint and ATT are laying down Electric and Fiber optic lines thru community.
4. 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.
5. ACC Committee- HOA President indicated that Preston Hood has elected to resign from architectural control committee to focus in family affairs. Community thanked Preston from his service to community and wished him well on future endeavors. Mariju Wille, member of ACC committee, has been chosen as the new ACC committee chairwoman.

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 continuous improvement on community financials. HOA has move unspent monies to community savings and rainy accounts funds. Some of monies can be earmarked to fund future community projects.
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:

- 112 new homes/additions/modification have been approved;
- 85 new homes/additions/modification have been completed;
- 3 New Homes under construction at the time of meeting
- 3 addition/modification to existing home ongoing
- 11 homes for sale 2Q19
- 3 homes were for lease/rent 2Q2019.
- 3 lots are for sale for new 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.

NEW BUSINESS:

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

FLOOR MOTIONS:

- A. A homeowner presented a motion for community to consider renovating or replacing the community pool house. Motion was discussed and approved by attending residents. HOA to appoint a committee to research options available and expected cost for both options.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:30 p.m.

APPROVAL:

Luis Miramontes
President HOA
Authorized Officer

July 25th, 2019
Date

**Nottingham West Civic Club
2020 Budget - DRAFT**

	# of homes	349	349	349
	Assessment \$	680	\$ 680	\$ 680 no increase or decrease

2019 Projected	2019 FINAL Budget	2020 DRAFT Budget
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Operating Income

410 Assessments	\$	237,320.02	\$	237,320.00	\$	237,320.00
412 HO NSF Check Fees		50.00		-		25.00
413 HO DR Enforcement Fees		100.00		-		100.00
415 HO Interest Income		522.80		1,000.00		750.00
418 HO Certified Letter Fees		300.00		-		300.00
420 HO Late Fees		3,880.19		1,000.00		3,000.00
421 HO Miscellaneous Fees		-		-		-
422 HO Legal/Atty Fees		2,348.99		500.00		1,200.00
423 HO Construction Fees		1,000.00		1,000.00		1,000.00
424 HO Pool Access Keys		-		-		1,500.00
425 Operating Interest Income		180.25		100.00		150.00
430 Garbage Rebate		25,130.75		25,128.00		25,128.00
460 Miscellaneous Income		-		-		-
490 Uncollected Assess/Fees		-		-		-

Total Operating Income	\$	270,833.00	\$	266,048.00	\$	270,473.00
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Operating Expenses

Administrative & Office

510 Admin/Accounting Fees	\$	10,480.00	\$	9,960.00	\$	10,320.00
512 DR Enforcement Fees		6,632.90		5,000.00		7,000.00
513 DR & Acc Expenses		-		500.00		-
520 Legal Fees - Homeowners		3,142.08		3,500.00		2,000.00
525 Legal Fees - Corporate		551.02		2,500.00		1,200.00
530 Audit & Tax Prep Fees		500.00		500.00		500.00
535 Office Supplies		-		-		-
540 Postage, Printing, Mailouts		2,918.55		2,000.00		3,000.00
545 Meeting Expense		235.97		500.00		350.00
550 Record Storage		-		-		-
555 Collection Notices Expenses		240.00		-		250.00
560 Web Site & Internet		455.51		600.00		500.00
565 Newsletter/Communications		-		-		-
570 Community Events		-		500.00		500.00
590 Other Admin Expenses		-		250.00		-

Total Administrative & Office	\$	25,156.03	\$	25,810.00	\$	25,620.00
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Pool

610 Pool Contract & Lifeguard	\$	37,546.27	\$	38,000.00	\$	39,000.00
615 Pool Repairs & Maintenance		1,394.00		4,000.00		2,000.00
620 Pool Supplies & Equipment		769.57		2,500.00		1,500.00
624 Pool Permits		1,123.58		1,350.00		1,350.00

Total Pool	\$	40,833.42	\$	45,850.00	\$	43,850.00
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Utilities

632 Electricity	\$	4,640.90	\$	6,000.00	\$	5,500.00
634 Water/Sewer		2,684.93		3,000.00		3,000.00
640 Telephone		1,000.86		750.00		1,000.00

Total Utilities	\$	8,326.69	\$	9,750.00	\$	9,500.00
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Garbage & Security

655 Garbage Service Contract	\$	53,941.44	\$	57,000.00	\$	56,908.22
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658 Security Service Contract	77,248.68	77,250.00	80,404.37	4.9% rate increase, effective March 2020
Total Garbage & Security	\$ 131,190.12	\$ 134,250.00	\$ 137,312.59	
Landscaping & Grounds				
755 Grounds Maintenance Contract-Kir \$	15,173.87	\$ 15,060.00	\$ 16,000.00	
756 Grounds Maintenance Contract-Po	2,299.17	4,500.00	3,500.00	
758 Mosquito Fogging	1,015.00	1,000.00	1,250.00	
760 Other Grounds Maintenance	500.00	1,000.00	750.00	
763 Other Rec Repairs, Maint, Sup	500.00	1,000.00	1,000.00	
770 Property Mowing/Force Mows	-	200.00	200.00	
Total Landscaping & Grounds	\$ 19,488.04	\$ 22,760.00	\$ 22,700.00	
Insurance & Other				
780 Bank Fees	\$ 20.00	\$ -	\$ 20.00	
785 Insurance	11,431.00	11,500.00	11,500.00	
790 Property Taxes	12.00	50.00	12.00	
810 Miscellaneous/Other	100.00	328.00	146.00	
820 Bad Debt Write Off	-	-	-	
950 Transfer to/(from) Reserves	18,000.00	15,750.00	19,812.41	
Total Insurance & Other	\$ 29,563.00	\$ 27,628.00	\$ 31,490.41	
Total Operating Expenses	\$ 254,557.30	\$ 266,048.00	\$ 270,473.00	
OPERATING SURPLUS/(DEFICIT)	\$ 16,275.70	\$ -	\$ 0.00	
Reserve Revenue				
965 Transfer from/(to) Operating	\$ 18,000.00	\$ 15,750.00	\$ 19,812.41	
970 Reserve Interest Income	28.45	-	30.00	
Total Reserve Revenue	\$ 18,028.45	\$ 15,750.00	\$ 19,842.41	
Reserve Expenses				
Pool Renovations & Upgrades	\$ -	\$ -	\$ -	
TBD	-	-	10,000.00	
Total Reserve Expenses	\$ -	\$ -	\$ 10,000.00	
RESERVE SURPLUS/(DEFICIT)	\$ 18,028.45	\$ 15,750.00	\$ 9,842.41	
TOTAL SURPLUS/(DEFICIT)	\$ 34,304.15	\$ 15,750.00	\$ 9,842.41	

Nottingham West Civic Club

Income/Expense Statement
 Period: 09/01/19 to 09/30/19

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
00410	Assessments	19,776.67	19,776.67	.00	177,990.01	177,990.03	(.02)	237,320.00
00412	HO NSF Check Fees	.00	.00	.00	50.00	.00	50.00	.00
00413	HO Deed Enforcement Fees	25.00	.00	25.00	125.00	.00	125.00	.00
00415	HO Interest Income	56.42	83.33	(26.91)	494.45	749.97	(255.52)	1,000.00
00418	HO Certified Letter Fees	30.00	.00	30.00	180.00	.00	180.00	.00
00420	HO Late Fees	475.00	.00	475.00	4,005.19	1,000.00	3,005.19	1,000.00
00422	HO Legal/Atty Reimbursement	.00	.00	.00	2,348.99	500.00	1,848.99	500.00
00423	HO Construction Fees	.00	83.33	(83.33)	500.00	749.97	(249.97)	1,000.00
00424	HO Pool Keys	3,700.00	.00	3,700.00	5,500.00	.00	5,500.00	.00
00425	Operating Interest Income	15.99	8.33	7.66	138.00	74.97	63.03	100.00
00430	Garbage Rebate	2,094.00	2,094.00	.00	18,848.75	18,846.00	2.75	25,128.00
	Subtotal Income	26,173.08	22,045.66	4,127.42	210,180.39	199,910.94	10,269.45	266,048.00
EXPENSES								
ADMINISTRATIVE & OFFICE								
00510	Administrative/Accounting Fee	865.00	830.00	(35.00)	7,905.00	7,470.00	(435.00)	9,960.00
00512	DR Enforcement Contract	547.95	416.67	(131.28)	4,974.20	3,750.03	(1,224.17)	5,000.00
00513	DR & ACC expenses	.00	41.67	41.67	.00	375.03	375.03	500.00
00520	Legal Fees - Homeowners	.00	291.67	291.67	1,892.08	2,625.03	732.95	3,500.00
00525	Legal Fees Corporate	.00	208.33	208.33	51.02	1,874.97	1,823.95	2,500.00
00530	Audit & Tax Prep Fees	.00	.00	.00	500.00	500.00	.00	500.00
00540	Postage, Printing, Mailouts	49.50	166.67	117.17	2,158.20	1,500.03	(658.17)	2,000.00
00545	Meeting Expense	.00	41.67	41.67	235.72	375.03	139.31	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	341.37	450.00	108.63	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	187.47	187.47	250.00
	ADMINISTRATIVE & OFFIC	1,500.38	2,067.51	567.13	18,297.59	19,607.59	1,310.00	25,810.00
POOL								
00610	Pool Contract & Lifeguard	797.99	1,000.00	202.01	35,042.14	35,000.00	(42.14)	38,000.00
00615	Pool Repairs & Maintenance	125.00	.00	(125.00)	1,019.00	4,000.00	2,981.00	4,000.00
00620	Pool Supplies & Equipment	.00	.00	.00	269.57	2,500.00	2,230.43	2,500.00
00624	Pool Permits	.00	.00	.00	373.58	1,350.00	976.42	1,350.00

Nottingham West Civic Club

Income/Expense Statement
Period: 09/01/19 to 09/30/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
	POOL	922.99	1,000.00	77.01	36,704.29	42,850.00	6,145.71	45,850.00
UTILITIES								
00632	Electricity	362.96	500.00	137.04	3,070.15	4,500.00	1,429.85	6,000.00
00634	Water/Sewer	782.75	250.00	(532.75)	3,057.84	2,250.00	(807.84)	3,000.00
00640	Telephone	83.57	62.50	(21.07)	748.32	562.50	(185.82)	750.00
	UTILITIES	1,229.28	812.50	(416.78)	6,876.31	7,312.50	436.19	9,750.00
GARBAGE & SECURITY								
00655	Garbage Service Contract	4,495.12	4,750.00	254.88	40,456.08	42,750.00	2,293.92	57,000.00
00658	Security Service Contract	6,437.39	6,437.50	.11	57,936.51	57,937.50	.99	77,250.00
	GARBAGE & SECURITY	10,932.51	11,187.50	254.99	98,392.59	100,687.50	2,294.91	134,250.00
LANDSCAPING & GROUNDS								
00755	Grounds Maint Contract-Kirkw	1,276.78	1,255.00	(21.78)	11,343.53	11,295.00	(48.53)	15,060.00
00756	Grounds Maint Contract-PoolP	612.00	375.00	(237.00)	2,161.17	3,375.00	1,213.83	4,500.00
00758	Mosquito Fogging	175.00	100.00	(75.00)	910.00	1,000.00	90.00	1,000.00
00760	Other Grounds Maintenance	.00	83.33	83.33	140.00	749.97	609.97	1,000.00
00763	Other Rec Repairs, Maint, Sup	.00	.00	.00	.00	1,000.00	1,000.00	1,000.00
00770	Property Mowing/Force Mows	.00	16.67	16.67	.00	150.03	150.03	200.00
	LANDSCAPING & GROUNDI	2,063.78	1,830.00	(233.78)	14,554.70	17,570.00	3,015.30	22,760.00
INSURANCE & OTHER								
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	245.97	245.97	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	8,745.97	314.97	27,628.00
	TOTAL OPERATING EXPENS	16,648.94	16,924.84	275.90	183,256.48	196,773.56	13,517.08	266,048.00
	OPERATING SURPLUS/(DEF	9,524.14	5,120.82	4,403.32	26,923.91	3,137.38	23,786.53	.00

Nottingham West Civic Club

Income/Expense Statement
 Period: 09/01/19 to 09/30/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
RESERVE REVENUE								
00965	Transfer from/(to) Operating	.00	.00	.00	.00	.00	.00	15,750.00
00970	Reserve Interest Income	1.77	.83	.94	20.70	7.47	13.23	10.00
TOTAL RESERVE REVENUE		1.77	.83	.94	20.70	7.47	13.23	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/(DEFICI		1.77	.83	.94	20.70	7.47	13.23	10,760.00
TOTAL SURPLUS/(DEFICIT)		9,525.91	5,121.65	4,404.26	26,944.61	3,144.85	23,799.76	10,760.00

Nottingham West Civic Club

Balance Sheet As of 09/30/19

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
CASH					
112	Alliance Bank - Petty Cash	376.84			376.84
121	Alliance Bank - Operating	193,798.39			193,798.39
122	Alliance Bank - Money Market		4,872.37		4,872.37
	TOTAL CASH	194,175.23	4,872.37	.00	199,047.60
OTHER ASSETS					
140	Accts Rec - HO Assessments	6,872.68			6,872.68
141	Accts Rec - HO Late Fees	1,125.00			1,125.00
143	Accts Rec - HO Interest	129.58			129.58
144	Accts Rec - HO Legal Reimb	.03			.03
148	Accts Rec - HO DR Fees	50.00			50.00
150	Accts Rec - HO Certified Lettr	60.00			60.00
152	Garbage Reimburse Receivable	8,376.00			8,376.00
156	Allowance For Bad Debts	(5,627.31)			(5,627.31)
	TOTAL OTHER ASSETS	10,985.98	.00	.00	10,985.98
	TOTAL ASSETS	205,161.21	4,872.37	.00	210,033.58
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
215	Construction Deposits	35,500.00			35,500.00
220	Prepaid Assessments	1,020.84			1,020.84
230	Deferred Assessments	59,329.99			59,329.99
	Subtotal Current Liab.	95,850.83	.00	.00	95,850.83
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)	26,923.91	20.70	.00	26,944.61
	Subtotal Equity	109,310.38	4,872.37	.00	114,182.75
	TOTAL LIABILITIES & EQUITY	205,161.21	4,872.37	.00	210,033.58