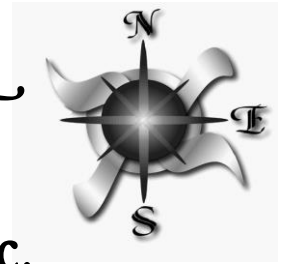


NOTTINGHAM WEST



Civic Club Inc.

A non-profit corporation

Web site: www.nottinghamwest.net E-mail: nottinghamwest@hotmail.com

NWCC Block Captains

It's hard to believe that our neighborhood was established almost 50 years ago! It was a different world then but some things are as important today as in 1964. Good neighborhoods are built on solid relationships between involved residents. Our neighborhood has always been a good one and we want to do everything possible to keep it that way!

The Nottingham West Civic Club (NWCC) is re-establishing the neighborhood block captain program. Block captains are our neighborhood ambassadors. Here are a few specifics about what being a block captain is all about.

Block captains are community-minded people who are interested in getting to know their neighbors while actively participating in improving their neighborhood. Duties will include:

- Attending at least three quarterly NWCC meetings.
- Representing your street's opinions to NWCC board and officers.
- Welcoming new residents and homeowners.

Block captains are not responsible for policing deed restriction violations.

If you're a community-minded person interested in getting to know your neighbors and representing the street at NWCC meetings then you're a block captain!

Come to the annual NWCC meeting in January to learn more. See you there!

Assessments Due January 31

Statements for the first 2014 semi-annual assessment were mailed in early December. This assessment includes the first installment for the park improvements approved by homeowners in July. Please pay your assessment by January 31.

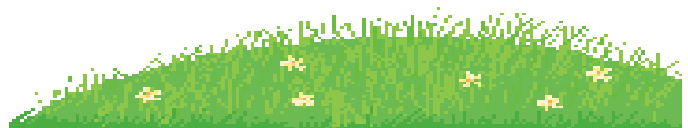


NWC Holiday Lights Contest

Decorate and light up your home by 7:00 pm on December 19th to be entered in the annual NWC Holiday Lights contest. Winners will have bragging rights all year! But remember to take your decorations down promptly in January.

Sod Replacement Due April 30

Letters notifying owners that front or side yards need fresh sod or replacement were mailed December 9. If you received a letter, be sure to complete the replacement by April 30. If St. Augustine has trouble growing due to shade, tree roots or drought conditions, opt for one of the alternate approved ground covers such as Japanese Ivy or Mondo grass.



Nottingham Notes



Welcome New Neighbors!!

NWCC warmly welcomes our new neighbors. We hope to see you at the Civic Club meeting next month. If you have any questions, please contact any of the NWCC officers or visit the website.

2014 OFFICER ELECTIONS

The 2014 Officer Elections will be held at the January Annual NWCC Meeting. If you are interested in running for office, send an email declaring your candidacy by December 31 to the NWCC Secretary, Angie Lootens, at nottinghamwest@hotmail.com.

Yard of the Month Winners!

Our neighborhood has some lovely landscaping! 4th Quarter winners are:

- **November:** The Cote's at 14107 Pinerock
- **December:** The Mood's at 14034 Kingside

Congratulations to all the winners!

Check out photos of the winning homes on the Nottingham West website. Is there a home that you admire every time you pass by? Submit your nomination for Yard of the Month by email or contact an NWCC officer.

Neighborhood Security

- Call the Precinct 5 Constable at 281-463-6666 to report suspicious persons or vehicles.

Always dial 9-1-1 in an emergency.

- If you're heading out of town, be sure to notify the Constable.
- E-mail us at nottinghamwest@hotmail.com if you would like to receive e-mails about neighborhood security incidents.

Planning Exterior Improvements?

Send the details to the Architectural Control Committee at nottinghamwest@hotmail.com or contact Preston Mood at 281-543-7994.

Newsletter by E-Mail

Prefer to receive this newsletter by e-mail? Send your e-mail address to nottinghamwest@hotmail.com

NWCC Web Site

Visit www.nottinghamwest.net for helpful information on NWCC meetings, assessments, trash pick-up, pool & park hours and more.

RealManage Services

Visit www.realmanage.com to pay NWCC assessments online and review financial statements and other information.

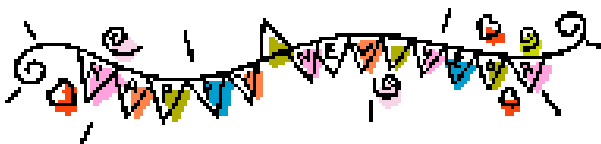
NWCC Officers

Rosanna Hinde, President
John Benton, Vice President
Angie Lootens, Secretary
Pam Ziegenbein, Treasurer

Holiday Safety Tips

The holidays are a wonderful and festive time of year, but that can quickly change if you become the victim of a holiday break-in. Here are a few tips to keep in mind this season.

1. Do not leave remnants of Christmas morning by the curb. Instead, break down boxes and put them in cans or black garbage bags to conceal the products that were inside them.
2. If you're traveling, be sure to setup a vacation watch with the Constable at 281-463-6666.
3. Make your house look lived in if you're away. Use light timers in various rooms and arrange for someone to collect mail and newspapers.
4. Don't post vacation plans to Facebook and Twitter or leave a voice mail greeting telling callers you are out of town.
5. Remove garage door openers from cars parked in the driveway and lock garage entry doors.
6. Notify trusted neighbors that you will be away and leave an emergency contact number.



NWCC Annual Meeting

The annual meeting of the Nottingham West Civic Club will be held on **Wednesday, January 15, 2014 at 7:30 pm**. The meeting will be held in the **Nottingham Park Meeting Room, 926 Country Place Dr**. We hope to see you there!

The meeting agenda is provided below.

AGENDA

- 1) Call to Order
- 2) Adoption of the Agenda
- 3) Adoption of the Minutes
- 4) Constables Report
- 5) Officer Reports
 - a) President
 - b) Vice President
 - c) Treasurer
 - d) Secretary
- 6) Committee Reports
 - a) Architectural Control
 - b) Super Neighborhood Liaison
 - c) RealManage Financial Update
- 7) New Business
 - a) 2014 Officer Elections
 - b) NWCC Block Captains
 - c) Deed Restriction Committee
 - d) New Park Committee
- 8) Proposed Business for April Meeting

Know a Qualified Contractor?

The first phase of park improvements will begin early next year. Homeowners are welcome to refer qualified contractors and landscapers to participate in the bid process. Contact John Benton for details.

Nottingham West Civic Club Inc.
Revenue & Expense Budget Summary for FY 2014

CATEGORY	\$ BUDGETED
REVENUES	
Regular Assessments	\$ 291,778
Other Income	\$ 24,768
TOTAL REVENUES	\$ 316,546
EXPENSES	
Electricity	\$ 8,726
Landscape Maintenance	\$ 5,000
Pool Operating Expenses	\$ 42,000
Security and Patrols	\$ 71,427
Exterminating	\$ 1,500
Taxes	\$ 12
Trash Removal	\$ 54,216
Water and Wastewater	\$ 33,957
Total Direct Operating Expenses	\$ 186,838
Professional Fees	\$ 1,500
Bad Debts	\$ 2,000
Bank Charges	\$ 180
Collection Expense	\$ 2,160
Homeowner Communications	\$ 450
Insurance	\$ 4,000
Management Fee	\$ 7,800
Administration	\$ 4,240
Total General and Admin Expenses	\$ 22,330
Total Operating Expenses	\$ 209,168
Capital Expenditures (Nottingham West Park Improvements)	\$ 79,572
Depreciation	\$ 9,984
TOTAL EXPENSES	\$ 298,724
Net Surplus	\$ 17,822

Garage Sale Limits

NWCC and the Precinct 5 Constables Office have received a few complaints about the frequency of garage sales in the neighborhood.

The Office of the State Comptroller regulates garage sales and citizens may hold one every six months. More than two per year requires a sales tax permit and constitutes a business, which is not allowed within Nottingham West.

Please limit garage sales to once every six months.

Got House Numbers?

Police, fire and ambulance rely on house numbers to quickly find your home in an emergency. Not only that, house number will make it easier for friends and visitors

Make sure you have large, visible house numbers on your home. Curb numbers can be easily blocked by garbage cans, leaves etc... and aren't sufficient.

Nottingham West Civic Club
November 13, 2013 Meeting Minutes

- 1) Meeting called to order at 7:31 with 21 households represented.
- 2) Agenda was adopted.
- 3) Prior meeting minutes approved as printed.
- 4) Constables Report: Sgt Bennett from the Precinct 3 reported no recent criminal activity.
- 5) Officer Reports

- a) President – Rosanna Hinde
 - Officer elections will be held at the January meeting. If anyone is interested in running for office, please submit your name for consideration via the NWCC e-mail address.
 - Offers to purchase homes that owners may be receiving from realtors are not sanctioned by or affiliated with NWCC. NWCC is not providing any information to these realtors.
 - Report potholes to 3-1-1.
 - The November Yard of the Month is the Cote family at 14107 Pinerock.
- b) Vice President – John Benton
 - Pool parking lot repairs will be consolidated with park improvements and will be complete before the pool opens on Memorial Day 2014.
 - Repairs will be paid for with money saved from switching to a new trash vendor.
- c) Secretary – Angie Lootens
 - E-mail contact clean up and consolidation is underway. Future security e-mails will come from the Nottingham West e-mail.
 - We would like to develop an emergency contact list and ask homeowners to provide contact phone numbers. This would be used to alert owners of urgent issues like downed tree branches.
- d) Treasurer – Pam Ziegenbein
 - Chase bank account used to hold builder security deposits has been transferred to Union Bank, where other NWCC accounts are held.
 - Send your email address nothinghamwest@hotmail.com to be added to the neighborhood security email distribution.
- 6) Architectural Control Committee Report
 - a) Five new homes currently under construction.
 - b) Construction of three new homes has been approved and one is under review.
 - c) All homes comply with city code.
- 7) Park Improvement
 - a) Park upgrade construction timeline was reviewed. Construction will occur in phases with concrete and demo first, followed by playground and equipment and finally landscaping and irrigation.
 - Owner votes will be taken to accept a bid for each phase and building will begin shortly after each vote.
 - Phase 1 projected to be complete in May 2014; Phase 2 complete in November 2014 and Phase 3 in May 2015.
 - Floodlight in the park will be removed.
 - No issue with tree roots and the pool. Root barrier was installed previously.
- 8) NWCC Financial Report
 - a) Past due assessments are below 6% and the collection rate is improving
 - b) The January assessment bills will be mailed in December and are due by January 31.
- 9) New Business
 - a) Deed Restriction Committee
 - The DRV committee is being established and will be in place by January. Home owners interested in participating should email nothinghamwest@hotmail.com. Until the DRV committee is up and running, the NWCC officers have been reviewing DRVs.

- Deed restrictions require sod in front and on the sides of all homes in Nottingham West. Sod replacement letters will be coming and recipients will need to complete replacement by April 2014.
- b) Super Neighborhood Liaison Report
- There is a flooding report that is submitted each year. The report is used to target areas that need drainage improvements.
 - NWCC missed the date for this year, but Nancy Bailey will provide a heads up for next year.
 - Memorial Drive Reconstruction – Comment cards must be submitted by November 22. Review proposed plans on the Nottingham West web site. Plans include restricted turn bays and barriers all along Memorial.
- c) Floor motions
- Kimberley Sidewalk - A city survey crew has been working on Kimberley and there are plans for a sidewalk to be built on the south side of Kimberley. NWCC officers will look into this issue. Our neighborhood is not zoned to the schools west of Carlingford. **UPDATE:** It was discovered that in 2010 a homeowner on Kimberley had requested a sidewalk. At this point in the process, the only way to stop it was for 80% of Kimberley homeowners to sign petitions opposing the construction. An urgent notice was sent to all impacted homeowners, but the required 80% threshold was not achieved. The sidewalk will be constructed according to the city timetable. NWCC Officers request that if homeowners are interested improvements of this nature that you contact the civic club so that all impacted homeowners have an opportunity to weigh in before plans are set in stone.
 - Recycling weekend at Conoco. Vanish Paper Shredding will do onsite paper shredding.
- 10) Proposed business for the January meeting.
- a) Officer Elections
- b) Homeowners may submit topics by contacting an officer or sending an email to nottinghamwest@hotmail.com.
- 11) Meeting adjourned at 8:40 pm.

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