

NOTTINGHAM WEST



Civic Club Inc.

December 2016

Web site: www.nottinghamwest.net E-mail: nwcc@earthlink.net

2017 NWCC Assessments

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As approved at the October quarterly meeting, the Nottingham West Civic Club annual assessment has increased for 2017 by 1% to \$620.88, per lot. Assessments are payable in two installments, January and July. Statements for the first payment of \$310.44 were mailed December 12 and are due by January 1, 2017. If you did not receive a statement, please contact Staci Tucker at 281-945-4651 to request a replacement and confirm your mailing address. Assessments may be paid online through the Crest Management website at www.crest-management.com.

A late fee of \$20 will be charged for accounts outstanding as of January 31 with an additional fee of \$40 if still unpaid as of February 28. Accounts not paid by March 31, 2017 are subject to legal action. A finance charge of 18% per annum will be assessed on all unpaid fees after January 31, 2017.



Terry Hershey Park Partially Closed

Terry Hershey Park north of Buffalo Bayou from Kirkwood Rd. to Beltway 8/Sam Houston Tollway is closed so that the Harris County Flood District (HCFD) is able to complete an emergency repair project and to minimize risks to bike riders and pedestrians. Terry Hershey Park north of Buffalo Bayou from Kirkwood Dr. west to Highway 6, and the entire park on the south side of Buffalo Bayou from Beltway 8 to Highway 6 remain open.

Closure in the repair area is effective immediately and will last until bank stabilization repairs are complete. Harris County Constables will be patrolling the closed area and issuing citations to trespassers. For your own safety, please completely avoid this area of Terry Hershey Park. For additional information, please visit: www.hcfd.org/projects-studies/buffalo-bayou/terry-hershey-park-emergency-repair-project/.

Upcoming Votes at the Next NWCC Meeting

Governance

- Officer Elections

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 our website.

Yard of the Month Winners!

Our neighborhood has some lovely landscaping! Recent winners are:

- **October:** 14112 Woodthorpe
- **November:** 14026 St. Mary's
- **December:** 14114 Barryknoll

Congratulations to all the winners!

Planning to Paint?



Exterior changes like repainting your home or major front or side landscaping changes must be approved by the Architectural Control Committee **before** the work is done. Email the details to the ACC at nwcc@earthlink.net. Your plans will be reviewed and once approved, work can begin. If you're painting, be sure to include the paint manufacturer and color names and numbers.

DRV Reminder

Keep these property maintenance tips in mind: mow and edge weekly, keep weeds under control, make sure all RVs, boats, trailers, planting materials etc... are out of sight. Obtain ACC approval before placing a storage pod / dumpster in the driveway. Refer to the deed restrictions for complete information.

Neighborhood Security

- Report suspicious persons or vehicles to the Pct. 5 Constable at 281-463-6666. **Always dial 9-1-1 in an emergency.**
- If you're heading out of town, be sure to notify the Constable.

Missing Out on NWCC Newsletters?

If NWCC newsletters aren't making it to your Inbox, please make sure we have your current email address on file and nwcc@earthlink.net is added to your approved contact list. No email? Make sure that Crest Management has your current mailing address on file.

NWCC Web Site

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

Crest Management

Contact our management services team at 281-579-0761 Monday thru Friday from 9:00 a.m. to 5:00 p.m. Visit them on the web at www.crest-management.com

NWCC Officers

Rosanna Hinde, President
Pam Ziegenbein, Treasurer
Angie Lootens, Secretary

NWC Holiday Lights Contest

Congratulations to all the winners of this year's NWC Holiday Lights Contest!!

1st Place: 13827 Woodthorpe

2nd Place: 14011 Kimberley

3rd Place: 13903 Kimberley

Best theme: Pebblebrook East



Home Security Tips

- **Report suspicious people, vehicles or behavior to the Constable at 281-463-6666.**
- Keep porch lights on at night, front and back.
- Lock your back gate.
- Remove garage door openers from cars parked in the driveway and lock garage entry doors.
- **Use your home alarm every time and list Precinct 5 Constable as the first responder.**
- If you're traveling out-of-town, use the [Precinct 5 Online Vacation Watch Form](#) to setup a vacation watch with the Constable.
- Report all incidents to the Constable.

NWCC Officer Elections

An election will be held at the Annual Meeting of Members on Wednesday, January 18, 2017. All four (4) officer positions are up for election. The Nominating Committee has presented the following slate of candidates:

- Kaitlyn Sharp for President
- James Abel for Vice President
- Fuping Zhu for Secretary
- Courtney Whyte for any office
- Nancy Bailey for Treasurer, if no other candidates

If you wish to have your name included on the ballot, please contact Lucean Kuykendall at Crest Management by 5 p.m. CT January 13, 2017. You may submit your name as a candidate by phone to (281) 945-4659 or email to lucean.kuykendall@crest-management.com. Nominations will also be taken from the floor at the meeting.

A formal notice of the annual meeting and a voting proxy was mailed to all homeowners in December.

If you are unable to attend the meeting you have the option of sending your proxy with a neighbor, mailing it to Crest Management, PO Box 219320, Houston, TX 77218, faxing it to 281-579-7062, or emailing it to Cori.Reuss@Crest-Management.com

The NWCC website has the latest news and information!!

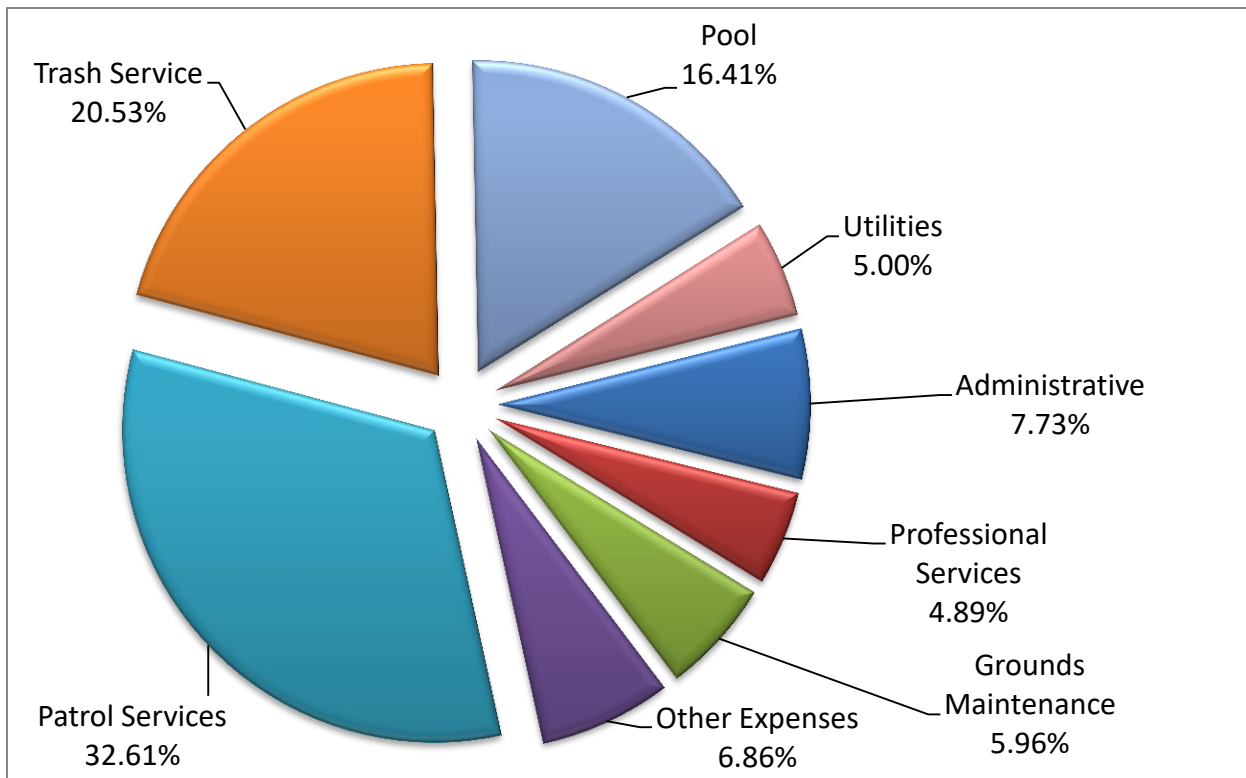
Check it out at nottinghamwest.org or nottinghamwest.net

NWCC 2017 Budget

2017 Annual Assessment per Lot **\$621**

Total Projected Income	\$ 243,965	Percent of Total Budget	Amount per Household
Professional Services	\$ 11,930	4.89%	\$30
Utilities	\$ 12,200	5.00%	\$31
Grounds Maintenance	\$ 14,550	5.96%	\$37
Other Expenses	\$ 16,745	6.86%	\$43
Administrative	\$ 18,850	7.73%	\$48
Pool	\$ 40,034	16.41%	\$102
Trash Service	\$ 50,088	20.53%	\$127
Patrol Services	\$ 79,568	32.61%	\$203
Total Expenses	\$ 243,965	100.00%	\$621

The projected revenue, projected expenditures and projected capital reserves are based upon general estimates. Actual revenue, expenditures and reserves may be higher or lower than these amounts.





NWCC 2017 Annual Meeting

The annual meeting of the Nottingham West Civic Club will be held on **Wednesday, January 18, 2017 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!

Meeting Agenda

- 1) Call to Order
- 2) Introductions
- 3) Adoption of the Minutes
- 4) Additional Business
- 5) Financial Reports
 - a) 2016 YTD Financials
 - b) 2017 Budget
- 6) Election of Officers
 - a) Introduction of Nominees
 - b) Nominations from the Floor
 - c) Vote
 - d) Ballot Tabulation
 - e) Election Results
- 7) Floor Motions
 - a) Two (2) minute limit per homeowner
- 8) Adjournment

Kirkwood Rd Construction

The Nottingham Task Force (NTF) is working on behalf of area residents to replace the current City of Houston Public Works and Engineering (PWE) plan for the Kirkwood reconstruction project with the Nottingham Task Force Plan. The NTF Plan replaces the on-street bike lanes with eight-foot dual use pedestrian/bike pathways located behind the curb, eliminates all of the left turn lanes except for the Kimberley and Memorial intersections, and preserves our median and trees. NTF heard that over 800 responses were received by PWE following the July 27th meeting with Councilman Greg Travis and believes that responses overwhelmingly support the Nottingham Task Force Plan and will greatly influence the final design for Kirkwood.

The Task Force met with several Council Members, BikeHouston, Memorial Super Neighborhood 16 and Kirkwood neighbors south of Memorial to garner additional support for our opposition to the PWE plans. An agreement has been reached with BikeHouston and NTF is optimistic this will resolve the bike lane issue. The Nottingham Task Force expects to meet with the City shortly and is seeking flexibility from the PWE to eliminate plans for left turn lanes except at Kimberley and Memorial and to accept the joint agreement with BikeHouston.

The Nottingham Task Force will keep residents updated on discussions and any decisions. Many steps remain in the process to modify this project to an acceptable Kirkwood design. The Task Force may need your help again as we move forward with our fight for the neighborhood. Stay Tuned!

NWCC Committee Updates

The **Audit Committee** is getting ready to put together a one–page report that will summarize business and financial history in 2016. The members of the committee include NW homeowner John Knobelsdorf and NWCC Director Reed Brown.

The **Bylaws Committee** has been working continually since August on recommended changes to our 1980 bylaws. The five–person committee has completed its review and is in the process of editing its detailed recommendations. The two goals of the committee were: 1) propose amended bylaws that are consistent with current state laws and 2) propose amendments to our current bylaws that are required and amendments that provide clarity and efficiency for NWCC management.

After reviewing the bylaws of our neighboring HOAs, the committee will be recommending significant changes that it believes will adequately address the challenges to 1) having an engaged Board of Directors and 2) finding replacement officers. The committee set out to maintain current NWCC homeowner control and still address the challenges we encounter. The highlights of the committee’s recommendations are:

State–mandated updates:

- Notices of meetings: 10 days minimum, 60 days maximum

- Proxies must be required for the election of Directors

- Members with outstanding balances are allowed to vote on civic club decisions

- Members may convene to hold votes

Additional committee recommendations:

- Increase the size of the Board of Directors from three to nine members

- Directors are elected by NWCC members for two–year terms

- Directors select officers from among nine Board members

- Update spending authority of officers and Board of Directors to realistic levels

- Update bidding requirements to realistic levels

- Continue to require NWCC members to approve annual budget

- Require member vote on key contracts

- Allow Board to act in emergency

- Provide for NWCC members to vote absentee ballot or proxy for key decision–making

- Requiring Board of Directors to approve deed restriction violation notices

- Establishing clear requirements to change bylaws – 30% of members (105 members)

The recommendations will be submitted to Rosanna Hinde for review by the officers and Board of Directors. The results of the Bylaws Committee’s efforts will be addressed after they are received. The members of the committee include former NWCC officers, Kaitlyn Sharp, Steve Diserens, and David Peters, joined by NW homeowners Dan Whitton and Luis Miramontes.

Nottingham West Civic Club Meeting Minutes

MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON OCTOBER 12, 2016 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

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

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

IN ATTENDANCE: Hayley Rayder and Lucea'n Kuykendall, representing Crest Management.

CALL TO ORDER: The meeting was called to order at 7:35 p.m. with 25 lots represented in person.

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 July 20, 2016 were approved.

CONSTABLE'S REPORT: The Constable reported that there have been car burglaries and most of the cars were left unlocked. There have also been reports of suspicious vehicles in the community but it was determined that most of them were the Amazon delivery drivers.

OFFICER REPORTS:

a) President – Rosanna Hinde

Director Hinde discussed two issues at hand – the pool slide and the replacement of 5 ceiling fans at the pool. Director Hinde instructed Crest to send her the budget showing the approved 1% increase in HOA dues and to review the pool expenditures to make sure billing was accurate.

b.) Treasurer – Pam Ziegenbein

Agent to review financials.

c.) Secretary – Angie Lootens

Reported typo in newsletter - Halloween parade is October 31, 2016.

COMMITTEE REPORTS:

a.) **Architectural Committee:** Preston Mood reported for the ACC that there are several homes for sale in the community and no major ongoing projects taking place at this time.

b.) **Nominating Committee:** Ms. Nancy Bailey reported that they are still looking for members willing to run for officer positions. They are also looking for volunteers to serve on a social committee.

c.) **Audit Committee:** Mr. Reed Brown reviewed the association financials and explained that the major expenses of the association are set expenses that do not change. He explained that the reserve money was used for the park construction and the rest was used to re-plaster the pool.

d.) **By Law Committee:** David Peters reported that they are still reviewing the current by laws. In order to get a better understanding of how other HOA's by laws read, they reviewed several neighboring HOA by laws to compare. They are not ready to make official recommendations at this time but are actively working in this project and will present their formal recommendations once they are complete.

NEW BUSINESS:

a.) 2017 Budget

President Rosanna Hinde recommended a 1% increase to the association dues for 2017. Approved pending receipt of updated budget reflecting the 1% increase option.

b.) Pool Votes

- Pool Slide - A homeowner made a motion to table the pool slide proposal. Motion was seconded and carried to table.
- Ceiling Fans – A homeowner made the motion to table the ceiling fan proposal. Motion was seconded and carried to table.

FLOOR MOTIONS: Director Hinde made a proposal to move quarterly meetings from Wednesday nights to Sunday nights but no motions were made.

ADJOURNMENT: There being no further business to discuss, the meeting was adjourned at 8:40 p.m.