

MINUTES OF THE BOARD OF DIRECTORS MEETING OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON JUNE 1, 2015, AT THE MEMORIAL WEST COMMUNITY CLUB ("MWCC") LOCATED AT 700 N. KIRKWOOD ROAD IN HOUSTON, TEXAS 77079.

DIRECTORS PRESENT: David Mandery, Lynne Marucci, Eric Herpin, Kate Keimig, Kenze Beyer, Blake Harrison, John Beck, Ken West

IN ATTENDANCE: Bridgett Cummings and Jennifer Petras, representing Crest Management Company, as managing agent

CALL TO ORDER: Due notice having been given and a quorum being present, the meeting was called to order at 7:00 p.m.

GUESTS TO ADDRESS THE BOARD: Constable Deputy Grizzaffi presented information regarding community occurrences, which consisted of construction workers blocking homeowner driveways in nearby communities and being asked to move. Constable Deputy Grizzaffi recommended locking vehicle doors and filling out vacation watch forms if going on vacation.

Homeowner in attendance addressed the Board regarding the esplanades in the community. Director Herpin will work with the landscaper for possible beautification.

MEETING MINUTES: Director West motioned to approve the minutes of the April 9, 2015 board meeting; Director Harrison seconded and motion carried.

FINANCIAL REPORT: Ms. Cummings reviewed the April 2015 financial statements noting total cash of \$407,200.47, reserves in the amount of \$111,877.02 and accounts receivables of \$99,974.50. The Association has collected 70% of the 2015 assessments. Director Herpin motioned to accept the financial report presented; Director Marucci seconded and motion passed.

COMMITTEE REPORTS:

Deed Restriction Enforcement – The Committee continues to process applications for home improvements regularly and is working to finalize a draft of the Architectural Guidelines to present to the Board.

Safety & Communication – Director Herpin suggested increasing an additional weekly mosquito spray for one month. Director Herpin also suggested sending out a special notice to the community regarding mosquito spraying. Director Harrison motioned to approve; Director Beyer seconded and motion passed.

MWCC & Maintenance – It was announced that a few minor maintenance items have been addressed. Director Mandery is to hand over maintenance responsibility to Director Herpin.

Social – Director Mandery updated the Board on community feedback and participation for the Social Committee. Director Keimig recommended producing an FAQ for the grilling events. Director Mandery suggested purchasing a freezer for events to store bulk items so that only perishables would be needed at the time of the event. The Board was in agreement for both ideas.

Membership – Director Beck advised the Board on feedback regarding the reputation of the community and presented the Board with ideas on how to increase membership and improve reputation. Director Beck mentioned providing homeowners with information as to where their dues are being allocated and recommended holding an open house of the club to increase visibility. Director Beck asked Crest to provide him with an example of a mailer that could be sent to the community as well as be handed out to Realtors. The Board also discussed the possibility of a rewards program for every member that brings in new members. Crest to look into options.

BUSINESS: The Board ratified the following decisions made between meetings by written unanimous consent: Approval of repairs resulting from leak detection totaling \$2,500 by Sweetwater Pools.

Brick Wall Update: Director Herpin updated the Board on the brick wall project including storage of materials; electrical meter issue; monuments and landscaping/irrigation.

Renewal Contract for Crest Management: Director Beck motioned to approve the renewal contract for Crest Management Company with no changes; Director Beyer seconded and motion passed.

Proposals for Tennis Court Renovations: Director Keimig presented the Board with her recommendation of vendors for the renovations at the tennis court, which is American Sports and Concrete. Director Herpin suggested reviewing an itemized capital item expenditures snapshot before proceeding with awarding the bid. Director Keimig advised the Board to meet the recommended vendor before proceeding. The Board agreed that whoever wants to meet the vendor can; however, it was also agreed the Board would go with the recommendation of the committee.

Proposal for Dive Stand Replacement: The Board will be provided updated bids and will vote via e-mail.

Update Bank Resolution: The Board was presented with a resolution regarding bank account signers. Director Marucci motioned to approve the bank resolution; Director Herpin seconded and motion passed.

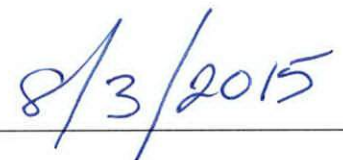
SCHEDULING OF NEXT MEETING: The next Board meeting is scheduled for August 3, 2015 at 7:00 p.m.

ADJOURNMENT INTO EXECUTIVE SESSION: There being no further business to come before the Board, the meeting adjourned into executive session at 8:55 p.m.

EXECUTIVE SESSION SUMMARY: During Executive Session, the Board reviewed the delinquency report and deed restriction inspection report. No action was required or authorized.

ADJOURNMENT: With there being no further business, the Board adjourned from executive session and returned to regular session, closing the meeting at 8:55 p.m.


Authorized Officer


Date