

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON OCTOBER 16, 2013, AT THE MEMORIAL WEST COMMUNITY CLUB ("MWCC") LOCATED AT 700 N. KIRKWOOD ROAD, HOUSTON, TEXAS 77079.**

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**DIRECTORS PRESENT:** David Mandery, Eric Madry, Lynne Marucci, Blake Harrison, Doug Ashley (departed at 8:05 p.m.), Ken West (arrived at 7:55 p.m.)

**DIRECTORS ABSENT:** Lauren Graham, Brooke Daniel

**IN ATTENDANCE:** Bridgett Cummings and Robin Motley, 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 6:52 p.m.

**MEETING MINUTES:** Motion was made, seconded and carried to approve the minutes of the Board meeting held on August 21, 2013 as presented.

**FINANCIAL REPORT:** Ms. Motley reviewed the financial statements for the period ending September 30, 2013, noting total cash of \$163,358, reserves in the amount of \$131,723 and accounts receivables of \$34,312.

**COMMITTEE REPORTS:** Architectural Control – agent reported multiple discussions with owner of home that has begun construction without approval; the application is forthcoming.

Maintenance & Beautification – one proposal has been received to restore the irrigation on the Kirkwood esplanades. Additional bids will be sought.

Safety, Trash & Mosquito – one Constable Deputy attended the meeting to provide a report to the Board. Director Ashley reported that three additional mosquito applications were approved due to the recent rains.

MWCC – Director Harrison reported continued plumbing concerns at the club.

Welcome – Phyllis Moomaw reported welcome packets delivered to eleven new owners this year.

**BUSINESS:** There were no decisions made between meetings requiring ratification.

Director Madry reported that Fencecrete is expected to have a wall design plan ready to present to the Board in the upcoming weeks. An information meeting is still anticipated to be held this Fall with the construction beginning in the Spring of 2014.

The five-year plan was discussed. One quote has been obtained for a construction survey. Director Harrison will coordinate two additional construction survey proposals.

The Nominations Committee was discussed and Director Ashley agreed to serve as Chairman. Director Ashley will seek additional members and begin work in preparation of the 2014 Annual Meeting.

**SCHEDULING OF NEXT MEETING:** The next Board meeting is scheduled for December 11, 2013 at 7:00 p.m.


**ADJOURNMENT:** There being no further business to come before the Board, the meeting adjourned into executive session at 8:15 p.m.

**EXECUTIVE SESSION SUMMARY:** During Executive Session, the Board reviewed the delinquency report and approved referring two accounts owing multiple years of assessments to the Association's attorney for demand letters.

The Board reviewed the deed restriction violation list and correspondence received from one owner in response to a deed restriction letter. Reply to the owner's correspondence was discussed.

**APPROVAL:**

  
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Authorized Officer

  
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Date