

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON DECEMBER 11, 2013, AT THE MEMORIAL WEST COMMUNITY CLUB ("MWCC") LOCATED AT 700 N. KIRKWOOD ROAD, HOUSTON, TEXAS 77079.

DIRECTORS PRESENT: David Mandery, Eric Madry, Lynne Marucci, Blake Harrison, Ken West, Lauren Graham

DIRECTORS ABSENT: Brooke Daniel, Doug Ashley

IN ATTENDANCE: Bridgett Cummings, 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 7:04 p.m.

HOMEOWNER OPEN FORUM: An owner addressed the Board regarding a deed restriction letter received for mildew on his home. The Board advised that they would review the item.

Sergeant Philip Bennett reviewed the safety report for the area.

MEETING MINUTES: Motion was made, seconded and carried to approve the minutes of the Board meeting held on October 16, 2013 as presented.

FINANCIAL REPORT: Director West reviewed the financial statements for the period ending November 30, 2013, noting total cash of \$158,208, reserves in the amount of \$131,756 and accounts receivables of \$16,589.

COMMITTEE REPORTS: Maintenance & Beautification – Director Graham reported the Christmas wreaths up. A report was noted of pine needles building up along the curb areas of Kirkwood, as well as questions regarding contracted visits. Director Graham will address with UrbanScapes.

MWCC – Director Harrison provided an initial proposal for main and lap pool repairs. Agent will solicit additional proposals for same. Director Harrison provided two proposals for tennis court repairs. Agent will work with contractors to redefine the scope of work and solicit one additional proposal. Director Harrison will begin the bidding process for cosmetic updates to the clubhouse.

BUSINESS: Director Madry noted the final bid received for the brick wall project. The Board is prepared for discussion at the community information session and plans to execute the contract and move forward with the project in the Spring of 2014.

A proposal for workers compensation insurance was presented. Coverage was denied as the Association will not provide such coverage for independent contractors and will have no employees.

The current Statement of Values for the property insurance policy was reviewed. When the brick wall is built, coverage will be added in the amount of \$50,000. The figure is based off the replacement cost of one monument.

Proposals were presented for irrigation renovations on the Kirkwood esplanades. The item was tabled for future consideration.

Recurring grounds maintenance expense at MWCC was discussed. The item was tabled for further research.

Pricing was presented to have the pool open on weekends in May. The Board approved the \$1,500 expense for the three additional weekends.

The 2014 assessment rate and budget were discussed. The assessment rate will remain at \$1,000 per lot. Revisions were made to the budget worksheet and final approval will be granted by email.

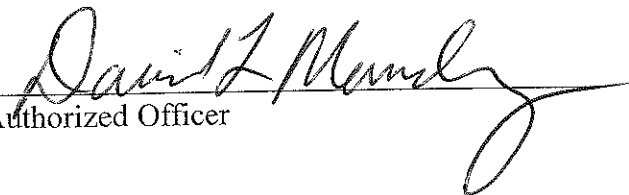
SCHEDULING OF NEXT MEETING: The next Board meeting is scheduled for Wednesday, January 22, 2014 at 7:00 p.m. The Annual meeting was tentatively scheduled for Sunday, February 23, 2014 at 4:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned into executive session at 9:20 p.m.

EXECUTIVE SESSION SUMMARY: During Executive Session, the Board reviewed the delinquency report and approved filing notices of lien against two delinquent accounts.

The deed restriction violation list was reviewed. No action was authorized.

APPROVAL:


Authorized Officer

1/22/2014
Date