

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON MARCH 26, 2014, AT THE MEMORIAL WEST COMMUNITY CLUB ("MWCC") LOCATED AT 700 N. KIRKWOOD ROAD, HOUSTON, TEXAS 77079.

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

DIRECTORS ABSENT: Lauren Graham

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 7:05 p.m.

GUESTS TO ADDRESS THE BOARD: Resident Rob Hicks spoke to the Board on behalf of CAUSE (Citizens Against Unsafe School-area Establishments). Mr. Hicks noted the group's concerns relating to the nearby, recently opened Twin Peaks location and advised the Board of the group's efforts in opposition of the restaurant.

Constable Sergeant Grizzaffi reviewed the crime stats for the area and introduced night-shift deputies Thacker and Barajas.

MEETING MINUTES: Motion was made, seconded and carried to approve the minutes of the Board meeting held on January 22, 2014 as presented.

FINANCIAL REPORT: Ms. Cummings reviewed the financial statements for the period ending February 28, 2014 noting total cash of \$299,468, reserves in the amount of \$131,785 and accounts receivables of \$166,124. The Association has collected 53% of the 2014 assessments.

COMMITTEE REPORTS: ACC – Rob Hicks has volunteered and been accepted to serve on the Committee. Director Mandery reported recent confusion with the City of Houston regarding the standing variance waiving the requirement of sidewalks in the Association. After extensive communication, the City has agreed to continue to honor the variance.

Maintenance & Beautification – Director Beyer noted the sidewalks on Kirkwood reported to the City of Houston for maintenance. A response has not been received as to the timeline of potential repairs.

Safety & Communication – Director Beyer will send an e-blast reminding owners that address markers on homes are a great help to emergency services and also provide a list of ways that 311 can be used.

MWCC – Director Harrison reported the new doors for Memorial Hall expected to be installed in the upcoming weeks.

Welcome – There have been three welcome packets delivered to new residents so far in 2014.

BUSINESS: The Board ratified the following decisions made between meetings: appointment of Kate Keimig to vacant position expiring in 2015; approval of door replacement in Memorial Hall by Hastings Construction Group at a cost of \$9,153.36; approval of pool lighting repairs by Sweetwater Pools at a cost of \$16,620; election of directors conducted – David Mandery, President, Eric Madry, Secretary, Ken West, Treasurer.

Director Madry reported all easement agreements signed by the owners backing up to the brick wall. Fencecrete is expected to submit the final contract for approval in the coming weeks, at which time the work will be scheduled. Director Madry has confirmed that the interest rate of 5% is still available for the financing. Nottingham IV is expecting to hold a resident vote at their April Annual Meeting to determine whether or not they will participate in the cost of the wall. Director Mandery has presented the easement agreement to the City of Houston for the small piece of property the City owns along Memorial. The signed agreement is forthcoming.

Proposals for tennis court renovations were presented. The item was tabled pending approval and receipt of a reserve study. Agent will contact USTA requesting an unbiased assessment of the courts.

Proposals for pool repairs were presented. The replastering proposals were tabled pending approval and receipt of a reserve study. Director Harrison will contact Sweetwater Pools regarding the tile and coping proposals to determine if repair is possible in lieu of replacement. The lifeguard stands are in poor condition and need to be replaced. One proposal has been received. Two additional will be sought.

Proposals for reserve studies were presented. Motion was made, seconded and carried to hire Kipcon Texas to complete a Detailed Reserve Study at a cost of \$3,260.

Proposals were presented for irrigation renovations on Kirkwood esplanades. Director Mandery will contact Nottingham West and Nottingham IV to open discussions. The item will be revisited in the latter part of the year.

The renewal contract for the MWCC manager was discussed. Revisions were made including changing the annual term to May 1 through April 30 and adding to the list of duties routine inspections of the facilities and any additional items mutually agreed upon. Motion was made, seconded and carried to approve the renewal contract with these changes.

Insurance renewal options were presented. Agent will email additional information to Director Harrison and a decision will be made by email.

An amendment to the Flag Display Policy was presented due to minor changes in the 2013 legislative session. Motion was made, seconded and carried to adopt the policy.

The renewal contract from Sweetwater Pools was presented. Motion was made, seconded and carried to approve the one-year renewal at a cost of \$41,700.81. Agent presented a request from Sweetwater to post signage on the pool gate seeking lifeguards. The Board approved the request and agreed to send an e-blast to residents regarding same.

SCHEDULING OF NEXT MEETING: The next Board meeting is scheduled for April 23, 2014 at 7:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned into executive session at 9:18 p.m.

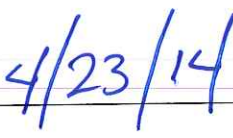
EXECUTIVE SESSION SUMMARY: During Executive Session, the Board reviewed the delinquency report and approved sending certified collection demand letters to all owners owing more than \$1,250 that have not made payments in 2014 or made contact.

The Board reviewed the deed restriction list. No action was authorized. The Board reviewed the legal status report and approved a lawsuit against one owner for non-payment of assessments. The owner will receive a 15-day final demand letter prior to the lawsuit being filed.

APPROVAL:



Authorized Officer



Date