

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON JANUARY 14, 2015, AT THE MEMORIAL WEST COMMUNITY CLUB (“MWCC”) LOCATED AT 700 N. KIRKWOOD ROAD, HOUSTON, TEXAS 77079.

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

DIRECTORS ABSENT: Blake Harrison

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 7:08 p.m.

GUESTS TO ADDRESS THE BOARD: A Constable report was provided for the area.

MEETING MINUTES: Motion was made, seconded and carried to approve the minutes of the Board meeting held on December 2, 2014 as presented.

FINANCIAL REPORT: Ms. Cummings reviewed the preliminary year-end financial statements noting total cash of \$286,278, reserves in the amount of \$126,865 and accounts receivables of \$5,772. The Association has collected 98.4% of the 2014 assessments.

COMMITTEE REPORTS: Deed Restriction Enforcement – The Committee continues to work on Guidelines to be supplemental to the Declarations.

Safety – Director Beyer will begin attending quarterly security meetings with the Constables on behalf of the Board.

MWCC – change orders for the MWCC renovations were approved totaling \$1,345.09.

Membership – one new membership was sold in the month of January.

Nominations – Director West has confirmed one nominee. An e-blast will be sent to determine others that may be interested.

BUSINESS: The Board ratified the following decisions made between meetings: Approval of MWCC renovations by Tuttle Construction at a cost of \$17,634.

Director Madry reported all easements relating to the brick wall updated and executed. The permits have been submitted to the City.

A proposal from Sweetwater Pools to install a timer on tennis courts lights closest to the lap pool was presented at a cost of \$500. Motion was made, seconded and carried to approve the proposal.

The mosquito fogging renewal contract from Excalibur Mosquito Control was presented with no cost increase. Motion was made, seconded and carried to approve the one-year renewal and to prepay the full year’s cost for a 5% discount. Agent will request no applications prior to 10:00 p.m.

The 2015 annual meeting will be held on Sunday, February 22, 2015 at MWCC. The Board discussed notice of the meeting, handouts to be provided and topics for inclusion.

SCHEDULING OF NEXT MEETING: The next Board meeting is scheduled for March 25, 2015 at 7:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned into executive session at 8:31 p.m.

EXECUTIVE SESSION SUMMARY: During Executive Session, the Board reviewed the delinquency report and approved sending three accounts to the attorney for nonpayment of assessments.

The deed restriction inspection report was reviewed with no action authorized.

The legal status report was reviewing including a request for waiver. The Board approved waiving the related fees in six months contingent upon correction of the existing deed restriction violations and no other violations occurring for six months.

APPROVAL:

Authorized Officer

Date