

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON SEPTEMBER 22, 2014, 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, Blake Harrison, Kate Keimig

DIRECTORS ABSENT: Lauren Graham, Kenze Beyer

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.

MEETING MINUTES: Motion was made, seconded and carried to approve the minutes of the Board meeting held on July 23, 2014 as presented.

FINANCIAL REPORT: Ms. Cummings reviewed the financial statements for the period ending August 31, 2014 noting total cash of \$239,885, reserves in the amount of \$131,826 and accounts receivables of \$42,603. The Association has collected 87% of the 2014 assessments.

COMMITTEE REPORTS: Deed Restriction Enforcement – Director Marucci reported the Committee very active with multiple applications for remodeling and additions in the past 60 days. The Board requested agent provide sample ARC Guidelines for Board and Committee review. The Board requested the verbiage of the Courtesy Notice sent regarding deed restriction violations be provided to the Board for review.

Safety & Communication – Sergeant Grizzaffi reported on recent activity in the area. Director Mandery noted that multiple email lists exist and that combining those lists could streamline the e-blast process.

MWCC & Maintenance – The air conditioning in Memorial Hall is not cooling properly. Proposals are currently being sought for several improvement items inside Memorial Hall.

Welcome Committee – Phyllis Moomaw reported no recent ownership changes.

BUSINESS: Director Madry reported receipt of updated brick wall proposals. The Board has selected American Wall Systems as the new contractor. Contract negotiations are again underway.

Proposals to audit the 2014 financial statements and prepare the income tax return were presented. Motion was made, seconded and carried to approve the proposal from Cox CPA Services at a cost of \$3,595.

The 2015 budget worksheet was presented and discussed. Approval was tabled to the November Board meeting.

SCHEDULING OF NEXT MEETING: The next Board meeting is scheduled for November 19, 2014 at 7:00 p.m.

ADJOURNMENT: There being no further business to come before the Board, the meeting adjourned into executive session at 8:49 p.m.

EXECUTIVE SESSION SUMMARY: During Executive Session, the Board reviewed the delinquency report and inspection report. No action was authorized. The legal status report was reviewed and the Board approved filing a lien against account number 1990210005 for nonpayment of assessments.

APPROVAL:

Authorized Officer

Date