

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NOTTINGHAM MAINTENANCE FUND, INC., WHICH WAS HELD ON JANUARY 22, 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, Lauren Graham, Doug Ashley, Eric Madry (arrived late)

DIRECTORS ABSENT: Ken West

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: Sergeant Connie Rico was present to answer questions regarding the Constable contract.

Vince Kickerillo, Kelli Kickerillo and Jim Miller of Kickerillo Companies presented a land trade offer to the Board. Kickerillo would like to make improvements to the Association’s common area and elements in exchange for an equally valued portion of land in the property the club sits on.

MEETING MINUTES: Motion was made, seconded and carried to approve the minutes of the Board meeting held on December 11, 2013 as presented.

FINANCIAL REPORT: Ms. Cummings reviewed the 2013 year-end financial statements noting total cash of \$266,403, reserves in the amount of \$131,761 and accounts receivables of \$18,139. The Association has collected 96% of the 2013 assessments. The annual surplus was \$98,007.

COMMITTEE REPORTS: ACC – Director Mandery reported two applications received in the past week. One has been approved and one is still pending.

Maintenance & Beautification – Director Graham reported speaking with Urbanscapes regarding the December report of pine needles and debris building up along the curb areas of Kirkwood. It was noted that the issue has not been correct. Director Graham will revisit this with the contractor.

MWCC – Director Harrison reported one bid received for replacement doors in the clubhouse and another forthcoming. An additional bid is still needed for consideration.

BUSINESS: Director Brooke Daniel resigned from her position on the Board. This leaves a vacant position with a term expiring in 2015.

Director Madry noted that in response to feedback received at the brick wall informational meeting in December, a revised bid based on a reduced scope is forthcoming for consideration.

Proposals for tennis court renovations were presented and tabled.

The renewal contract for Excalibur Mosquito Control was presented with no rate increase. Motion was made, seconded and carried to approve the one-year renewal.

A proposal for a reserve study was presented. The Board requested a sample report be provided.

Ms. Cummings advised that Nottingham West has concerns relating to the esplanade irrigation project as their budget has been set for the year and already includes other capital improvement projects. A response from Nottingham IV has not been received. A future meeting of all three Boards will set up at a later date.

Revised verbiage in the renewal contract for the club director position was discussed. The final contract will be reviewed by email.

The 2014 budget was reviewed. Motion was made, seconded and carried to approve the budget showing a surplus of \$5,371.

The Annual meeting notice was reviewed and revised. Preparations items were discussed.

SCHEDULING OF NEXT MEETING: The Annual meeting will be held on 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 deed restriction violation list. No action was authorized.

APPROVAL:

Authorized Officer

Date