

NOTTINGHAM MAINTENANCE FUND, INC.
(Nottingham Civic Association)

NOTICE OF 2014 ANNUAL MEETING OF MEMBERS

DATE: Sunday, February 23, 2014

TIME: 3:45 P.M. (Sign In)
4:00 P.M. (Meeting Begins)

PLACE: Memorial West Community Club
700 N. Kirkwood
Houston, Texas 77079

This shall serve as formal notice to all members of Nottingham Maintenance Fund, Inc. to advise of the Annual Meeting of Members to conduct business as follows:

- I. Call to Order and Confirmation of Quorum (10% or 32 lots)
- II. Introductions
 - A. Board Members
 - B. Management Company
- III. Election of Directors – Four (4) positions available (2-year terms)
 - A. Nominations from the floor
 - B. Introduction of nominees
 - C. Vote
 - D. Election Results
- IV. Vote on Brick Wall
- V. Financial Report
 - A. 2013 Financials
 - B. 2014 Approved Budget
- VI. Board/Committee Reports
 - A. Architectural Control
 - B. Maintenance / Beautification
 - C. Safety / Trash
 - D. Communication
 - E. MWCC
 - F. Welcome Committee
 - G. Membership Committee
- VII. Open Forum
- VIII. Adjournment

Any resident interested in placing his/her name on the ballot for the election of a Director position should contact Bridgett Cummings at Crest Management by 12:00 p.m. (noon) on February 20, 2014 in order to have his/her name pre-printed on the ballot. Nominations will also be taken from the floor at the meeting.

Any member of record as of February 23, 2014 is entitled to one (1) vote per lot. Cumulative voting is not permitted. In order to conduct official business of the Association, a quorum of 10% of lot owners (32 lots) must be represented in person or by proxy. **YOUR PRESENCE OR PROXY IS VERY IMPORTANT!** If you are unable to attend, please complete the enclosed Proxy/Absentee Ballot. You may send to the meeting with a neighbor or Board member or return to Crest Management.

NOTTINGHAM MAINTENANCE FUND, INC.
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PROXY/ABSENTEE BALLOT FOR 2014 ANNUAL MEETING OF MEMBERS

I/We _____, being the owners of the property located at _____ and being a member of the Nottingham Maintenance Fund, Inc. will not be in attendance and do hereby grant my/our proxy or direct my/our vote to be taken as listed below in regards to the election of directors and the vote on the brick wall.

SELECT ONE BOX:

Assign this proxy to _____ or, if no person listed, to the Board of Directors.

OR

Assign this proxy for the purpose of **establishing quorum only**. No vote to be cast on my/our behalf.

OR

Vote as provided below.

ELECTION OF DIRECTORS

**You may vote for four of the candidates listed below. If you vote for more than four, your vote will be disqualified.
Cumulative voting is not permitted.**

David Mandery – Incumbent

Kenze Beyer

Ken West – Incumbent

Write-in Candidate: _____

Blake Harrison – Incumbent

Write-in Candidate: _____

BRICK WALL VOTE

To authorize the Board to proceed with a proposed capital project to rebuild the community brick wall for an estimated project cost of \$315,000 and to obtain a \$200,000 loan to partially finance the project cost.

In Favor

Opposed

Assignment of this proxy gives the power of substitution to cast his/her vote as he/she sees fit in the business to be conducted at the Annual Meeting scheduled for February 23, 2014. Should this meeting have to be rescheduled for any reason, this proxy will be valid for the rescheduled date. I/We understand that I/We may revoke this proxy in writing or in person at or prior to the February 23, 2014 Annual Meeting of Members or at any rescheduled meeting thereof.

By casting your vote by absentee ballot you will forgo the opportunity to consider and vote on any action from the floor. If you desire to retain this ability, please attend the meeting in person. If you submit a proxy/absentee ballot and later choose to attend the meeting in person, the in-person vote will prevail.

Property Address: _____

Date: _____

Signature: _____

*****Proxy will not be valid if not signed, dated and addressed*****

Return completed form to: Ballot Box on front porch at 13922 Taylorcrest

Or by mail to: Nottingham Maintenance Fund, Inc., c/o Crest Management Company

P.O. Box 219320, Houston, TX 77218-9320

Or by fax to: (281) 579-7062

Or by email to: Hanah.Langolf@Crest-Management.com