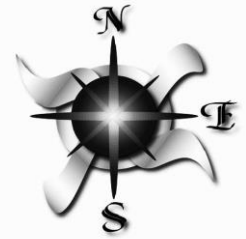


NOTTINGHAM WEST



Civic Club Inc.

April 2016

Web site: www.nottinghamwest.net E-mail: nottinghamwest@hotmail.com

NWCC Park Reopens

The NWCC Park finally reopened on March 14! The last two components, the pavilion and fence, are expected to be complete soon. Once the pavilion is installed, a 3' wrought iron 'toddler' fence will be added. Your patience during this process has been appreciated. The park looks great and is ready for action.

To celebrate, we are planning a Grand Opening celebration. Please join us at the park for cookies, punch and the ribbon-cutting at 11:00 a.m. on May 28.



NWCC 2016 April Meeting

The annual meeting of the Nottingham West Civic Club will be held on **Wednesday, April 13, 2016 at 7:30 pm**. The meeting will be held in the **Nottingham Park Meeting Room, 926 Country Place Dr**. We hope to see you there!

Meeting Agenda

- 1) Call to Order
- 2) Adoption of the Agenda
- 3) Adoption of the Minutes
- 4) Constables Report
- 5) Officer Reports
- 6) NWCC Bylaws Approval
- 7) Adjournment

Summers Coming!

Before you know it, the temperature will be in the 90's and school will be out for the summer. The Nottingham West pool season runs from Memorial Day through Labor Day. Starting May 13, the pool will open weekends (Fri - Sun). Regular hours start June 3.

May 13 - 15 and May 20-22

- Friday: 4 - 8 p.m.
- Saturday: 10 am to 8 pm
- Sunday: Noon to 8 pm

Memorial Day Weekend, May 27-30

- Friday, May 27: 4 - 8 p.m.
- Saturday, May 28: 10 am to 8 pm
- Sunday, May 29: Noon to 8 pm
- Memorial Day, May 30: 10 am to 6 pm

Regular Pool Hours: Jun 3 - Sep 5:

- Monday: Closed, except for Labor Day
- Tuesday: Noon to 6 pm
- Wednesday - Saturday: 10 am to 8 pm
- Sunday: Noon to 8 pm



Nottingham Notes



Welcome New Neighbors!!

NWCC warmly welcomes our new neighbors. We hope to see you at the Civic Club meeting next month. If you have any questions, please contact any of the NWCC officers or visit our website.

Yard of the Month Winners!

Our neighborhood has some lovely landscaping! Recent winners are:

- **January:** 875 Carlingford
- **February:** 14034 Pinerock
- **March:** 14102 St. Mary's

Congratulations to all the winners!



Planning to Paint?

Nottingham West Deed Restrictions require that exterior changes like repainting your home or major front or side landscaping changes be approved by the Architectural Control Committee ***before*** the work is done.

E-mail the details to the ACC at nottinghamwest@hotmail.com. Your plans will be reviewed and once approved, work can begin. If you're painting, be sure to include the paint manufacturer and color names and numbers.

Neighborhood Security

- Report suspicious persons or vehicles to the Pct. 5 Constable at 281-463-6666. **Always dial 9-1-1 in an emergency.**
- If you're heading out of town, be sure to notify the Constable.

Missing Out on NWCC Newsletters?

If you didn't receive the January 2016 NWCC Newsletter, please make sure we have your current email address on file. Also make sure nottinghamwest@hotmail.com is added to your approved contact list. No email? Make sure that Crest Management has your current mailing address on file

NWCC Web Site

Visit www.nottinghamwest.net for helpful information on NWCC meetings, assessments, trash pick-up, pool & park hours and more.

Crest Management

Contact our management services team at 281-579-0761 Monday thru Friday from 9:00 a.m. to 5:00 p.m. Visit them on the web at www.crest-management.com

NWCC Officers

Rosanna Hinde, President
Pam Ziegenbein, Treasurer
Angie Lootens, Secretary

Swing into Spring!

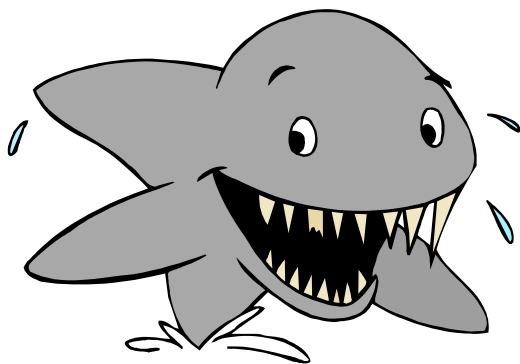
Spring is finally here! It's time to clean up around the yard and replace those plants that didn't survive the winter to get your landscape looking fresh and green.

Deed Restriction monitoring is ongoing and to avoid a courtesy notice or violation letter, please keep the following guidelines in mind.

- Now is the time to fertilize your lawn and treat it with an herbicide to keep weeds at bay. There are many great products available, so speak with a local garden expert to find the best treatment for your lawn.
- A bare lawn or a lawn of weeds is not acceptable according to our deed restrictions. If you have problem areas in your front or side lawn that will not sustain grass, plant Mondo grass, Asian jasmine or lirioppe. Alternative shade-loving ground covers may be used with approval from the ACC.
- Keep your grass mowed and edged. Don't forget to edge around planters and along driveways and curbside. Grass should not grow over the curb.
- The street in front of your home is your responsibility. Sweep or shovel accumulated dirt and leaves to keep rainwater flowing to storm drains. This is especially important now that the Zika virus has made its way to Houston. Debris in your gutter blocks rainwater from reaching the storm drains and invites mosquitoes to breed.
- Clean out flower beds and remove or replace dead plants and trees.

Review the complete NWCC deed restrictions on our website at www.nottinghamwest.net.

Swim with the Sharks this summer!



The Sharks Swim Team is gearing up for another great swim season at Memorial West! MWCC swim team is open to all homeowners in Nottingham I, II, III, and Nottingham West as well as dues-paying members of MWCC (residents of Nottingham IV and other neighborhoods who join MWCC).

Registration day is Sunday, April 17 from 2 - 4 pm at MWCC.

We are excited to share that we have just signed on a new head coach, Todd Hunter. Coach Hunter swam in college and has spent years around the pool training and coaching. He has coached everything from neighborhood swim clubs (like ours), competitive swim teams, and high school teams. He has three children and currently teaches middle school in Katy. He has a passion for helping swimmers grow in skill and love of the sport. We are over the moon to have him join the SHARK community!

Feel free to contact memorialwestswimteam@gmail.com, Julie Swoboda (832-754-4718) or Jennifer Bartsch (832-341-8154) with any questions.

MINUTES OF THE QUARTERLY HOMEOWNER MEETING OF THE NOTTINGHAM WEST CIVIC CLUB, INC., WHICH WAS HELD ON JANUARY 20, 2016 AT THE NOTTINGHAM PARK MEETING ROOM LOCATED AT 926 COUNTRY PLACE DRIVE, HOUSTON, TEXAS 77079.

DIRECTORS PRESENT: Rosanna Hinde, John Benton, Angie Lootens, Pam Ziegenbein and Reed Brown (past President).

DIRECTORS ABSENT: Mark Dessens (past President).

IN ATTENDANCE: Hayley Harkins representing Crest Management Company, as managing agent.

CALL TO ORDER: The meeting was called to order at 7:32 p.m. with 19 lots represented.

ADOPTION OF AGENDA: The Agenda was approved as presented by unanimous consent.

ADOPTION OF MINUTES: Minutes of the Board meeting held on October 14, 2015 were approved as presented by unanimous consent.

CONSTABLE'S REPORT: The Constable was not present to provide a report.

OFFICER REPORTS:

a) President – Rosanna Hinde

The first installment of 2016 assessments is due on January 31, 2016 in the amount of \$307.37, based on the approved 1.1% CPI increase. The Memorial Dr. Expansion project will affect traffic on Kirkwood Rd. A request will be submitted for a speed trailer during the project. Recent changes to Texas Property code required an update to the Association's by-laws, which have been prepared for recordation. A copy will be posted on the website.

b) Vice President – John Benton

Sweetwater Pools has submitted proposals for replastering the pool and replacing the depth markers to bring them into compliance with state code. The replaster proposal is \$19,062.00, not including the cost of water to refill the pool. Director Benton advised that the pool was built in 2001 and plaster has a 10 year lifespan. A vote will be taken during New Business. The proposal for replacing the depth markers is \$2,500.00. Discussion was held and Director Benton recommended holding this item pending receipt of a report of any compliance/code issues from Sweetwater. A vote will be taken at the April quarterly meeting for approval of the depth marker proposal. The park project is about 90% complete. Following an on-site meeting, it was determined that the proposed layout would not work and adjustments were made. The adjustments required modifications to the pathway and additional irrigation work, including installation of a drain under the playground. The pavilion installation is pending receipt of sealed plans to be submitted with the permit request to the City of Houston. There is currently a \$2,078.00 projected overage on the park improvement budget.

c) Treasurer – Crest Management Financial Update

Agent presented the November 30, 2015 financials. Total cash was noted as \$100,755.86, total reserves was noted as \$76,010.07, and accounts receivables was noted as \$20,658.42, including \$14,014.84 in outstanding 2015 maintenance fees. The Association was 95% collected and had a \$8,584.00 year to date surplus.

d) Secretary – Angie Lootens

Less than 100 newsletters are being mailed. Crest Management provides updated mailing records before each newsletter is sent. Please keep your email address updated if receiving it electronically.

COMMITTEE REPORTS:

a) Super-Neighborhood Liaison Report – Reed Brown

A new mayor was elected as well as a new District G Commissioner – Greg Travis. Drainage work is planned along Antoine Dr. and Memorial Dr. Modifications are planned for the sanitary sewage treatment plant. The lift station will be shut down during modifications, which are scheduled for mid-2017 with a \$9.8 million budget.

b) Architectural Control – Preston Mood

There are 58 new homes and additions to existing homes that have been approved for construction. 49 new homes have been completed, and 9 new homes and additions are currently under construction. Construction has slowed down recently so it is a good time to contact contractors for home improvements. There are 11 existing homes for sale and 2 existing homes for lease. The donation from Roland Mitchell for the park project was received. Feel free to contact him with any questions or concerns.

NEW BUSINESS:

a) Officer Elections

Director Hinde advised that Courtney Whyte has submitted her name for consideration for the Vice President position. No other nominations were received and Director Benton is not seeking re-election. With no other candidates for the positions, Rosanna Hinde, Courtney Whyte, Angie Lootens and Pam Ziegenbein were elected by acclimation.

b) Vote on Replaster of Pool

A discussion was held and motion was made, seconded and carried to table this item until the July meeting. Homeowners requested a 3rd party opinion.

c) Vote on Allowing Nottingham Sharks to use Pool

Director Hinde advised that the Nottingham Sharks have requested permission to use the pool. Homeowners requested more information on why they are requesting this and how parking will be handled. Motion was made, seconded and carried to table this until more information is available.

FLOOR MOTIONS:

A homeowner requested that the Architectural Control Committee reference deeds when reviewing new construction applications due to inconsistencies with new surveys.

A homeowner suggested that owners pull blueprints if experiencing drainage issues related to new construction.

PROPOSED BUSINESS FOR APRIL MEETING:

The by-law amendment, tabled depth marker proposal and vote for allowing the Nottingham Sharks to use the pool will be presented at the April meeting.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 8:50 p.m.

Post Meeting Updates

There have been several updates to items discussed in the last meeting.

- We have experienced difficulty with the Hotmail.com email account used by the NWCC. We expect to change email providers in the near future. We will send a change of address notice to all homeowners.
- The Memorial Swim Club has withdrawn their request to use the Nottingham West pool. There will be no need to manage extra parking around the pool area.
- Courtney Whyte has resigned as Vice President of the Nottingham West Civic Club.
- The Association was advised by its previous attorney that the revised bylaws did not require the approval of the membership. However, the new attorney has pointed out that the bylaws actually specify that the members must approve the revisions. As a result, the Association will be seeking member approval at the quarterly meeting in April. The Association is working with management and its attorney to ensure that the proper procedures are followed in relation to this approval process. The revised bylaws are drafted to comply with recent legislation and to clear up the concerns and confusion created by the original bylaws.
- The proposed Amended and Restated Bylaws of Nottingham West Civic Club, Inc. were recently mailed to all homeowners along with the proxy on the next page. The amendment will be voted on at the April 13, 2016 meeting. There must be at least 35 members present and a majority of those present must vote to approve the amendment. If you are unable to attend but would like to vote, please complete the enclosed proxy. You have the option of sending your proxy with a neighbor, mailing it to Crest Management, P.O. Box 219320, Houston, TX 77218, faxing it to 281-579-7062, or emailing it to Hayley.Harkins@crest-management.com by 4 p.m. on April 12, 2016.

PROXY
for the
APRIL 13, 2016 MEETING OF THE MEMBERS
of the
NOTTINGHAM WEST CIVIC CLUB, INC.

The undersigned, being all of the owners of the property described below or acting in accordance with the wishes of all of the owners of said property, do hereby appoint _____ *(if no individual is designated, the proxy will be assigned to the Board of Directors)* as my/our proxy, with full power to vote on my behalf as if I/we were present and voting on all matters properly brought before the members of the Nottingham West Civic Club, Inc. (the "Association") at the Meeting of the Members to be held on the 13th day of April, 2016, and any continuation or adjournments thereof, and to represent, vote and otherwise act for me/us in the same manner and with the same effect as if I/we were personally present.

I/We authorize my proxy holder to substitute any other person to act under this proxy, to revoke any substitution, and to file this proxy and any substitution or revocation with the Association. The proxy is revocable at any time before it is exercised, and the undersigned reserves the right to attend the meeting and vote in person.

Property Address in Nottingham West Civic Club, Inc.

Signature

Print Name

Date

If you are unable to attend the meeting, you have the option of sending your proxy with a neighbor, mailing it to Crest Management, P.O. Box 219320, Houston, Texas 77218, faxing it to 281-579-7062, or emailing it to Hayley.Harkins@Crest-Management.com.

ODEN DESIGN & CONTRACTING
OUTDOOR DESIGNS ENHANCING NATURE
14027 MEMORIAL DR. #358
HOUSTON, TX 77079
713-530-5055
TIL 11322

March 15, 2016

Nottingham West HOA and residents

This is an open letter to Nottingham West HOA and the entire neighborhood.

I want to express my sincerest thanks to you for your trust in me and my company to implement the neighborhood park remodel. It was a real pleasure to watch it change from a decade's old, worn out park to a fresh new park that will serve your community for years to come.

Again, thank you very much for your support of the park project and I hope you are pleased with the result!

Sincerely,

Brian O. Weatherall
Oden Design & Contracting
Outdoor Designs Enhancing Nature