

**NOTTINGHAM MAINTENANCE FUND, INC.**  
(Nottingham Civic Association)

**NOTICE OF 2021 ANNUAL MEETING OF MEMBERS**

DATE: Sunday, March 7, 2021  
SIGN-IN **4:00 p.m.**  
PLACE: **Dial-in number (US): (346) 352-9753**  
**Access code: 352943903#**  
**Join the online meeting:**  
<https://msteams.link/8THL>

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 for regular business)
- II. Introductions
  - A. Board of Directors
  - B. Crest Management
- III. Board/Committee Reports
  - A. Architectural Review
  - B. Communication & Safety
  - C. MWCC & Social Activities
  - D. Maintenance
  - E. Membership Committee
  - F. Welcome Committee
- IV. Financial Report
  - A. 2020 Financials
  - B. 2021 Budget
- V. Election of Directors – Four (4) positions available (2-year terms)
  - A. Election Results
- VII. Open Forum
- IX. Adjournment

Any member of record as of March 5, 2021 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 online 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.**  
**(Nottingham Civic Association)**

**2020 Annual Meeting of Members**  
**Minutes**

Nottingham Maintenance Fund, Inc. held the 2020 Annual Meeting of Members on Sunday, February 23, 2020 at Memorial West Community Club located at 700 N. Kirkwood in Houston, Texas 77079.

**Call to Order & Confirmation of Quorum:** The meeting was called to order at 4:02 p.m. Quorum was established with 41 owners represented in person and by proxy.\_

**Introductions:** The Board of Directors was introduced as Eric Herpin, Rob Hicks, Dylan Richey, Scott Miller, Anna Marchand, Joseph Chao, and Jim McPhail. Crest Management representatives in attendance were Monica Reyes and Marlin Parada.

Sgt. Theodore Knatte, Constable Precinct 5, discussed recent crime trends in the area for 2019. Sgt. Knatte mentioned to the homeowners in attendance the following statistics:

- 2019 8,000 calls (burglary/theft of home/motor vehicle)
  1. Burglary had a slight increase from 2018 5 calls to 2019 having 8 calls
  2. Car burglary had a slight increase from 23 calls to 2019 having 25 calls
- Make sure car/home is locked
- Do not leave valuables in vehicles
- Use Next Door App (HCSO posts bi-weekly)
- Have cameras (useful for assisting law enforcement)
- CPA – Citizens on Patrol
- Solicitors (not receiving a call back)
- List HCSO as the emergency number for alarm monitoring service to contact.

Sgt Knatte also advised The Constables Office offers a variety of free services to homeowners including home security inspections, self-defense classess, and vacation watch.

Sgt. Knatte provided the homeowners with the non-emergency number, as well has his business card and a refrigerator magnet to the Constables Office (281.463-6666)

**Year In Review:** President Eric Herpin presented the year in review as attached.

**Financial Report:** Ms. Reyes reviewed the December 2019 financials and 2020 budget. The Association collected 97.1% of the 2019 assessments and has assets totaling \$237,416.76. The budgeted surplus for 2018 is \$29,275.00.

**Election of Directors:** There were four positions up for election. The slate of candidates presented by the Nominating Committee were incumbents Scott Miller, James McPhail and nominees Priscilla Dickson and Nate Alford. The floor was open for nominations. Seeing none, the floor was closed. The election was closed.

**Election Results:** Mr. Reyes announced that the two incumbents and two nominees were all appointed to the Board of Directors by acclamation & their terms are 2 years.

**Open Forum:** The floor was open to discuss items of general interest to the membership.

- Order “N” decals to identify homeowners of the Community

- Fence that causes a limited visibility
- Gate code to tennis court not changed in a while
- Tennis gate being left open

**Adjournment:** With no further business to come before the members, the meeting adjourned at 5:02 p.m.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_