

**Nottingham Country Community Association, Inc.**  
Meeting of the Board of Directors  
Thursday, August 13, 2020

Pursuant to Article V, Section One, of the First Restated By-Laws of Nottingham Country Community Improvement Association, Inc., the Board of Directors meeting was duly called and held on the above date at the Mason Creek Community Center, located at 20201 Kingsland Boulevard, Katy, Texas 77450.

**DIRECTORS PRESENT**

Don Mach, President  
Kathryn O'Brien, Vice President  
Horace Davies, Secretary  
Allen Hess, Director  
David Sander, Director  
Kristen Gilfillan, Director  
Suzanne Bredlau, Director  
Robert Wills, Treasurer

**IN ATTENDANCE**

Terrie Brown, SCS Management Services  
Sgt. Howard, Pct. 3 Constables Office

Homeowners: See attached Sign In sheet

**GENERAL SESSION**

Director Mach called the General Session to order at 6:30 p.m. with quorum established.

**MINUTES:**

Director Wills motioned to approve the minutes of the July 9, 2020 Board Meeting without correction. Director Bredlau seconded the motion. All were in favor.

**Constables Report**

Sgt. Howard was in attendance and stated that there have been a lot of vehicles broken into due to residents leaving their doors unlocked. However, recently they were finally able to get people's attention and the break in rate was lower. One aggravated robbery was noted to have occurred on Dominion. Director Mach asked that the deputies be reminded to park in front of the park, clubhouse etc. so that they are more visible to drivers.

**HOMEOWNERS/GUESTS TO ADDRESS THE BOARD**

No residents were in attendance to address the board.

**SUMMARY OF EXECUTIVE SESSION**

No summary was given.

**COMMITTEE REPORTS (as presented):**

- *Architectural Review*

Director Hess reported that he had received and approved quite a few applications for the normal home maintenance type items such as roof repair/replacement, fence repair/replacement, painting and patio installations.

Director Hess responded to Director Mach's question stating that someone from SCS had called him and it was much easier to process the applications.

- *Community Relations*

Director O'Brien stated that there had been no activity scheduled for several months and that school would be starting in the next week.

There was a discussion in regard to holding another "heavy trash day" and having Hermes from Custom Scapes

assist residents in need of help bringing their heavy trash to the set location, discussion followed.

- *Alleyways*  
Director Mach stated that they were in possession of a bid for approximately 10 to 11 spaces for repair. Currently the vendor is working with the MUD on sidewalks so there may be a little delay on the repairs.
- *Park*  
Director Davies stated there was no action to report. Director O'Brien questioned if the Library had been repaired.
- *Landscape*  
Director Bredlau reported that the island on Triton Court had been repaired however; the residents allowed it to die again. It was noted that the County was working on the streets leveling off areas where water was standing in them.

Director Mach reported that the tree project was a go with 50 trees being installed in November along Fry and Kingsland. The trees will be oak, and the community will be responsible for watering and trimming them and will not be required to have insurance coverage on them.

- *Newsletter*  
Director Mach stated that it was noticed in the recent newsletter that all graduation signs needed to be removed by the end of August. Only one political sign and two school signs will be permitted after that date. Suggestion was made to put an article in the next newsletter referencing attending meetings. *one sign per candidat*
- *Environmental*  
Director Hess stated that he felt it would be a good idea if the community contracts were set up so that the residents would be able to view them and the insurance. Discussion followed with Director Mach stating that the contract expiration information is provided monthly within the management report and a copy of the contract should be in their board books.

## **MANAGEMENT REPORTS:**

### **FINANCIAL/TREASURER'S REPORTS**

The July 31, 2020 Financial Report was presented in written form and reviewed by Director Wills. Director Wills reported that the association was in great shape financially.

The 2019 Financial Audit was presented for review. It was noted on page 8 that there was a reference to a "special assessment". Director Mach asked that it be removed from the report as they are unable to take up a special assessment. Director O'Brien motioned to approve the Draft Audit. Director Wills seconded the motion. All were in favor.

### **ACTION ITEM LIST**

The Action Item List was presented in written form and reviewed.

### **OLD BUSINESS:**

#### *SCS Management Contract*

Director Mach handed out information provided by Mr. Gainer regarding the SCS Management Contract. Discussion followed concerning the contract and several requested changes.

Director Wills motioned to approve a one-year contract with SCS. Director Sanders seconded the motion. All were in favor. Mr. Gainer, association attorney will get with Mr. Crewson with Mosaic Group to finalize the contract and will email to Director Mach. Director Mach will forward to the board for review prior to signing.

**NEW BUSINESS**

*December Board Election*

Director Mach stated that he would need to put the solicitation of directors in the next newsletter. After discussion it was determined that all four directors would rerun for election. However, there was a possibility that Director O'Brien would be selling her home. Director Mach will also stay on but preferred not to be President.

*Towing Contract*

Director Davies reported that he had been unable to locate a towing company to take over the contract. Discussion followed as to whether it was needed anymore.

**BIDS**

Director presented an email that had approximately 10 to 11 locations in the alleys in need of repair. Director Wills motioned to approve the repair. Director Bredlau seconded the motion. All were in agreement.

**EXECUTIVE SESSION:** The meeting was convened from the General Session at 7:15 p.m. and Executive Session called to order at 7:16 p.m.

**LEGAL LIAISON REPORTS:**

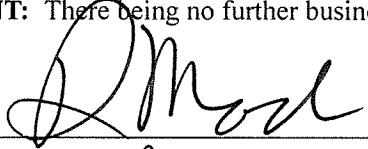
Director Mach reviewed several reports referencing collections. The attorney status report prepared by Michael Gainers office was provided in written form for the boards review.

Director Mach stated that the next step in collections would be to submit delinquent accounts to the attorney for additional collection efforts. He will review the delinquent list and forward to SCS with accounts to send to the attorney.

**DEED RESTRICTION REPORTS:**

Two accounts at "Board Decision were presented and authorized for attorney action.

**ADJOURNMENT:** There being no further business to come before the Board the meeting adjourned at 7:45 p.m.

ATTEST 

DATE 9-10-20

ATTEST 

DATE 9-10-20