

Nottingham Country Community Association, Inc.  
Meeting of the Board of Directors  
Thursday, June 11, 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  
Robert Wills, Treasurer  
Horace Davies, Secretary  
Allen Hess, Director  
David Sander, Director  
Kristen Gilfillan, Director  
Suzanne Bredlau, Director

**ABSENT**

Kathryn O'Brien, Vice President

**IN ATTENDANCE**

Cassandra Perez and Cathy Jensen, SCS Management Services

Homeowners: See attached Sign In sheet

*Constables Report*

Sgt Hillman was not in attendance therefore, no report was given.

**GENERAL SESSION:** Director Mach called the General Session to order at 6:28 p.m. with quorum established.

**HOMEOWNERS/GUESTS TO ADDRESS THE BOARD**

A homeowner questioned who he can contact to stop the delivery of the Katy Rancher to his home. Director Mach informed the owner that he can contact the Katy Rancher directly to request this but there is nothing the Association can do to stop this from occurring.

**MINUTES:** Director Wills motioned to approve the minutes of the May 14, 2020 Board Meeting without correction. Director Davies seconded the motion. All were in favor.

**SUMMARY OF EXECUTIVE SESSION**

No summary was given.

**COMMITTEE REPORTS (as presented):**

- *Architectural Review*  
Director Hess stated that he had received a few applications for various items in the new system; he is having trouble with the new system and cannot see color swatches properly. Director Hess has asked that SCS mails paint samples to him.
- *Community Relations*  
Director Mach stated that there are no community activities to be scheduled any time soon.
- *Alleyways*  
Director Mach reported that several alleyways have potholes and an estimate has been requested for repairs.
- *Park*  
Director Davies stated that there was a dead tree removed and that flags are being replaced for 4<sup>th</sup> of July.

- *Landscape*  
Director Bredlau reported that the homes for “Yards of the Season” have been chosen. Director Bredlau also reported that she is asking Custom Scapes to provide a quote to remove a dying pine tree near the school and church area.

Director Mach mentioned that 46 new oak trees will be planted in the medians this fall.

Director Mach requested that SCS begins to cite for yard signage such as graduation signs in July.

- *Newsletter*  
Director Bredlau requested to ensure that information on speeding is placed in the newsletter. Director Mach assured Director Bredlau that the topic of speeding has been in the newsletter for the last few months and will continue to be in the newsletter.

Director Mach requested that SCS provide the webmaster with the new ACC form to be added to the website.

Director Davies suggested that we find a way to encourage homeowners to attend Board meetings. It was suggested to add a sentence or two to the meeting notice.

#### **MANAGEMENT REPORTS:**

The Management Report was presented in written form for the Boards review.

#### **FINANCIAL/TREASURER’S REPORTS**

Director Mach gave a brief review of the financials stating that line item 4400 “Reimbursed Legal Fees” did not look right and asked SCS to look into this.

#### **ACTION ITEM LIST**

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

#### **OLD BUSINESS:**

There was no Old Business to discuss.

#### **NEW BUSINESS**

Director Mach discussed the annual contract renewal for SCS. The Board and Michael Gainer reviewed the contract and made some adjustments/additions to the contract to present to SCS.

Director Mach also discussed the request for insurance bids and would like them by the next Board Meeting. SCS is to email all bids to the Board as they come in.

The Board requested that SCS send bid specs for review prior to seeking proposals.

**EXECUTIVE SESSION:** The meeting was convened from the General Session at 7:30 p.m. and Executive Session called to order at 7:31 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 “Last Chance” letters will be sent out in July and remaining delinquencies will be sent to the attorney.

#### **DEED RESTRICTION REPORTS:**

The Board Referral List dated May 2020 was reviewed; no action was taken.

**ADJOURNMENT:** There being no further business to come before the Board the meeting adjourned at 7:48 p.m.

ATTEST         J. Moad        

DATE         7-9-20        

ATTEST         Kathy O'Brien        

DATE         7/9/20