

## **Nottingham Country Community Association, Inc.**

Meeting of the Board of Directors

Thursday, September 14, 2023

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**

Kristen Gilfillan, Vice President

Brittany Severin, Treasurer

Heather Nordhaus, Director

Allen Hess, Director

Terry Curzadd

Misty Pierce, Director

Steve Andrews, Director

### **DIRECTORS ABSENT**

John Wood, Director

### **IN ATTENDANCE**

Telee Horacefield, Chaparral Management

Homeowners: thirty-seven homeowners were in attendance.

### **EXECUTIVE SESSION**

The Executive Session was called to order at 6:05 pm.

Director Severin reviewed the legal status report prepared by Mr. Gainer. The Board reviewed and discussed the Deed Restriction report, there were 2 violations sent to the attorney, 4 violations were recycled.

The Executive Session was adjourned at 7:05 pm.

### **GENERAL SESSION**

Director Gilfillan called the General Session to order at 7:10 p.m. with quorum established.

### **GUESTS TO ADDRESS THE BOARD**

Sargent Felix with Precinct 5 Constables was in attendance, reported 602 calls for service.

### **APPROVAL OF MINUTES:**

The minutes of the August 10, 2023, meeting was presented to the board for review. Director Nordhaus made a motion to approve the minutes as written. Director Curzadd seconded the motion. All were in favor.

### **ELECTION OF OFFICERS**

Director Curzadd made a motion to elect John Wood as President. Director Pierce seconded the motion, with majority of 5 yes votes, motion passed. Director Curzadd motioned to elect Director Gilfillan as VP, Director Nordhaus seconded, all in favor, motion passed. Director Gilfillan made the motion to elect Director Nordhaus as Secretary, Director Curzadd seconded the motion, all in favor, motion passed. Director Pierce made the motion to elect Director Andrews as Treasurer, Director Hess seconded, with majority vote, motion passed.

### **COMMITTEE REPORTS**

#### *Community Relations*

Director Pierce reported the next community event is heavy trash pickup which is scheduled for October 14th. Director Pierce made motion to approve \$500 for Custom Scapes to pick up items from residents for disposal, Director Curzadd

seconded, all in favor, motion passes. The next events will be Truck or Treat and also coco with Santa. Dates to be announced at a later date.

#### *Park*

Recap of recent work completed to include, tree trimming, trail maintenance, installation of kiddie mulch on one of the two playgrounds, the other playground will have kiddie mulch installed soon.

#### *Landscape*

The first landscape committee meeting was held September 7<sup>th</sup> there were 9 residents in attendance who provided great feedback.

#### *Architectural*

All good at this time

### **TREASURERS REPORT**

The August 2023, financial reports were presented for the Board's review.

### **MANAGEMENT REPORT**

#### *Board Decision Report*

Management advised the August Board Decisions were to send 53 accounts to the attorney for collection action, 14 violations were to be recycled, and 4 accounts to the attorney for further deed restriction enforcement. The September Board Decisions were to send 2 accounts to the attorney for deed restriction enforcement, and 4 violations were to be recycled.

#### *Deed Restriction Summary*

Management summarized the number of violations entered for the month of July.

### **RATIFY ACTIONS TAKEN OUTSIDE OF MEETING**

The following items were ratified: Dead tree removal \$700.00, irrigation repair \$875.00

### **OLD BUSINESS**

#### *Deed Restriction Amendment Update*

The Board advised amending the deed restrictions at this time is not in the best interest of the association.

### **NATIONAL NIGHT OUT**

Director Severin advised the event will be held Tuesday, October 6<sup>th</sup> from 6-9 pm at Crossroads Church. There will be a food truck, bounce house, and First Responders in attendance. Director Severin motioned to approve \$1,299.99 for the food truck. Director Curzadd seconded the motion, with majority vote, motion passed.

### **NEW BUSINESS**

#### *Audit Engagement Letter*

Mrs. Horacefield presented the Board with the Engagement Letter from Cox CPA Services in regards to filing of the 2022 Taxes and the 2023 audit. Director Severin motioned to approve one year agreement, Director Curzadd seconded, all in favor, the motion passed.

#### *Alleyway Repair Bid*

Bid tabled at this time

#### *Call for Nominations Letter*

Director Severin motioned to approve the draft letter as presented, Director Curzadd seconded, all in favor, motion passed.

#### *Constable Contract*

Director Severin motioned to approve the 2023-2024 Constable Contract. Director Hess seconded, all in favor, motion passed.

#### *Committee Appointments*

Director Severin motioned to approve the formation of the Security Committee, Director Nordhaus seconded the motion, all in favor motion passed. Director Pierce motioned to approve the formation of the Alleyway Committee, Director

Severin seconded, all in favor motion passed. Director Pierce motioned to approve the formation of Electronic Voting Committee, Director Hess seconded, all in favor motion passed. Director Severin motioned to approve the formation of the Landscape Committee, Director Pierce seconded, all in favor motion passed.

**ADJOURNMENT:** There being no further business to come before the board, the General Session adjourned at 9:01 pm.

ATTEST John T Wood

DATE 10-12-23

ATTEST Christen M. Gillilan

DATE 10/12/23