**Nottingham Forest HOA Annual Meeting**

“State of our Neighborhood”

Nottingham Forest Residents,

I am writing to summarize the past year and hopefully provide some important information surrounding the upcoming annual meeting. Like everything surrounding COVID 19, it has forced each and every one of us to adjust and adapt to a quite different new normal. Below outlines how this has impacted the plans/goals we had in place for 2020 along with the need to share some extremely saddening news.

It is with a heavy heart that I share Bill Goodwin, NFHOA Board Treasurer, passed away in early September after becoming ill and unable to recover while in the hospital. Out of respect to his wife and family, I am not sharing any details surrounding his sudden passing. He was a good friend to many, a committed volunteer on the NFHOA board, and a fellow resident of our neighborhood. He will be missed dearly, and I ask that everyone keep his wife Cathie and their family in your thoughts and prayers. Rest in peace, Bill.

Typically, we would already have published our annual budget, but with recent events we have been delayed in the distribution to all residents. We are in the process of reviewing the latest financials and updating as needed in order to finalize our budget. Bill Flohrs, former NFHOA Board President, has agreed to serve as interim Treasurer and assist during this transition. He is currently working on updating our financials and we will have it posted just as soon as it is completed. I will say, we are in a good financial position and do not intend to make any changes to our annual budget or annual dues. More to follow.

Many plans were either delayed or cancelled this year due to the pandemic. As a board, this has given us some additional time to discuss the direction we are headed in 2021, however it also made it challenging to make progress in the middle of a crisis. Significant changes will be occurring over the course of the next year and even though some are not completely resolved the good news is that our conservative nature will enable us to move forward with our plans without impacting our budget or increasing our annual dues.

Below are a few examples of goals we had set for 2020 which experienced delays and will be priorities leading into 2021:

* Landscape Management Company. We have narrowed down the companies we are considering for assuming this responsibility and will be holding final interviews over the next few months. We were contracted through the end of 2020 with several existing service providers and decided early in the pandemic that we need to pause and see how things play out until this fall. Moving toward a Landscape Mgmt. Company was a topic of last years annual meeting, and this remains intact.
* Mailboxes. This remains a challenge because our current solution is not sustainable. We have tried working with USPS numerous times on potential options and they have showed little to no interest. We are still trying to engage with USPS, however, are also ready to pivot and take matters into our own hands. The current plan is to evaluate mailboxes with three or more clusters and execute a plan to centralize these on a single post. It is too early to tell how many units will be addressed in phase one, but please know we will be implementing these changes over the next several months.
* Property Management Company. The board is exploring what this would look like by consolidating all services into a single management company and weighing the pros vs the cons. More information will be communicated as this develops.
* Clubhouse Renovation. The pool/tennis court remains the #1 amenity in our neighborhood. The pool house no longer serves much purpose other than having two oversized bathrooms. We have engaged with an architect and the city for developing a plan to convert our existing space into an actual clubhouse like what surrounding neighborhoods offer their residents. We met with NF South board members a few months ago for a tour of their pool/clubhouse and gathered many useful takeaways. Our goal is to create a year-round usable space for residents to gather and further develop a sense of community. This project has the necessary funding to move forward and we are excited to bring these long overdue changes to NF residents.
* Large Project Funding. Remains a topic of discussion. The pool is reaching its useful life and we estimate sometime in the next five years it will need to be addressed. Costs are quite expensive as we have already started exploring potential solutions along with budgetary costs. The stream bank along the south end of the pool remains a concern as it continues to deteriorate/settle which is something that we will continue working with the city to resolve. Several years ago, we completed the stream bank stabilization project but now we must look at the second area that will need to be addressed. Both projects will have substantial costs and our goal is to set aside adequate funds so that when the time comes, we are able to react without the need of increasing dues or special assessments.
* Capital projects for 2021 (Fully Funded).
	+ Tree shrub replacement / landscape upgrades on berms and islands.
	+ Mailbox Replacement – Phase 1 (approx. 1/3rd)
	+ Clubhouse Renovation / New Pool Furniture.
* Capital projects being accrued in 2021 which are expected to be completed in following years.
	+ Mailbox Replacement – Final phases 2 and 3.
	+ Sprinkler System Replacement – Multiple phases per year over two years.
	+ Pool resurfacing / pool renovation. Anticipated completion TBD.

**Annual Meeting**. This year will be quite different than in years past. Our scheduled date is set for Monday, October 12th. However, due to the pandemic we are unable to secure an indoor facility willing to accept more than 50 people. Therefore, we have decided to hold the annual meeting in the pool parking lot. Should we have inclement weather we will reschedule to the following Monday. We understand people may not feel comfortable attending, but our bylaws require an annual meeting be held in order to pass our proposed budget and hold elections. We will be requiring residents to social distance, wear a mask, and bring their own chairs when attending. Be on the lookout for the published annual meeting.

**Proxies**. For those unwilling or unable to attend the annual meeting we are offering two ways to fill out a proxy. 1. Based on this summary if you feel comfortable with our current position and direction we are headed, you can download a proxy that will be published on the website. Sign and deliver to the address that will be stated at the bottom of the proxy form. 2. Board members will be scheduling time slots at the pool cabana this week to answer any questions you may have or address any concerns. These dates/times will be published to the website as well as distributed via email. We will have proxy forms available for you to sign at the conclusion of these discussions should residents feel comfortable.

**Chair Member Elections**. This year we will have four board openings with three-year term commitments. Anyone interested in joining the board is strongly encouraged and should you like to pursue a position please reach out to the board via email @ general@nottinghamforest.org. We would like to engage with residents as soon as possible to provide more information.

Below are the individual chair members annual summaries. I encourage everyone to read through these to see how much hard work everyone puts into our community as volunteers. They each do an outstanding job with the position they are responsible for managing in order to not only make our neighborhood appealing to new residents but most importantly listen your concerns and do their best addressing, even when the issue is more of the cities responsibility. I personally thank each and everyone of them for their commitment to make our neighborhood a wonderful place to live, raise a family, and provide a sense of community.

LANDSCAPE REPORT – Betty O’Neil

* The emphasis this year has been on enhancing the appearance of the established areas of our neighborhood.
* The pool area has had four retaining walls constructed to reinforce sloping areas. Perennials have been added to these surfaces.
* The following islands have all been upgraded with edging and stone to sharpen their appearance: 119th and Ballentine, SW corner of 119th and Switzer, Ballentine and Goddard, and 121st and Switzer.
* Landscape rocks have been added to the street edges of smaller islands to give a more manicured impression. Landscape perennial grasses have been added.
* A three-layer, 12 foot retaining wall has been constructed on 127th to stop the erosion caused by a sloping grade.
* Routine maintenance includes lawn mowing, edging/trimming, creek bed cleanup, weed control, spring/fall cleanup, hand watering areas without sprinklers, and planting of seasonal flowers.

PROPERTY MANAGEMENT REPORT – Chris Lillard (Updates also provided by Steve Parker)

* Tennis Courts: Busy year as a result of the pandemic. No patching this season was required. Will be scheduled for 2021 to keep courts in good playing condition. Wind screens will be removed for winter in December.
* Monuments: Power washed and sealed in 2019. Maintaining appearance and integrity as needed.
* Mailboxes: Normal maintenance of boxes with increased failure of doors falling off along with other issues. Waiting on action from postal service on the use of cluster boxes. Developing alternate plan that can also be implemented.
* Common Grounds: (continuous weed pulling) Working under the guidance of the Landscaping Chairperson and independently in the maintaining of common areas. This includes maintaining the sprinkler system for maximum efficiency, trash pickup from common areas, repair lighting issues on monuments, spraying of weeds in the common areas and fence lines, trimming of shrubs, removal of dead plantings, replacement plantings, weed removal and hand watering of areas without sprinkler systems throughout the growing season.
* Monitor the work of various contractors to verify performance and report discrepancies when found.
* Goals for 2021:
	+ Completion of repairs to fence line on Switzer.
	+ Replacement of one sprinkler system with major issues.
	+ Coordinating with City of OP in the resolution of the water/wall issues on 119th street.

POOL REPORT – Matt Zehr

* Overland Park Pools managed and maintained our pool again this year. We have had pool attendants now for the 3rd consecutive year. After careful evaluation of the Overland Park Pool attendants this summer, the HOA board has determined that the attendants offer very little value to both reinforcing the pool rules (safety) and everyday cleanup and operations of the pool. The pool attendant program is going to be suspended for the 2021 season. We are also going to open up to new bids for the 2021 management of our pool. Unfortunately, Overland Park Pools did not perform to our satisfaction this year.
* Electronic key cards are in their 2nd year and appear to be working as intended. This also allowed the pool to open earlier in the day as well as keeping the pool open later into the season (closed late September). If you have not picked up your keycard, please email the board through the website.
* Pool Hours: Mon – Sun (8am-9pm). Intend to maintain this schedule in 2021.
* Clubhouse:
	+ See the attached plans for the architectural drawing of our future NF clubhouse. The goal is to create a place for residents to enjoy year-round. In addition, it will be utilized through the NFHA social committee to bring our neighborhood together through various activities / clubs over the course of the year.
* Future Upgrades:
	+ Baby pool improvements (improved and painted floor)
	+ Main pool improvements (clubhouse renovation)

SOCIAL REPORT – Beth Waldman

* Evolving health and safety concerns around the pandemic brought changes to the 2020 social event plan. In response, we understandably cancelled the planned Adult Social, Easter Egg Hunt, and the Spring Fling.
* On May 2nd, for the first time we hosted three local food trucks in the pool parking lot and fed over 900 meals to Nottingham Forest residents!
* The annual Memorial Day BBQ and July 4th BBQ were cancelled except for the children’s July 4th parade, comprised of patriotic gear, bikes/strollers, and a walk down to the pool for ice pops.
* Looking to Q4, we have taken the decision to cancel the Fall Fling and Homes Tour. Alternatively, we are working to host a Chief’s watch party adult social at the pool and host an additional family food truck event.
* The Christmas tree lighting with letters to Santa is TBD for later in December.
* NOTE: All social events hosted by the NFHOA are completely voluntary and all board members of the NFHOA are volunteer residents.

TECHNOLOGY REPORT – Jerry Olvera

* 26 new registered households on the Nottingham Forest website so far in 2020
* Hard drive upgraded to 512GB SSD in NFHA computer located in the clubhouse to enhance performance and usability.
* Database for keycard system migrated from SQL 2008 to 2012 to continue to receive security updates from Microsoft.
* Keycard software upgraded from version 5.4.2 to 5.5.3 for new features and increased security.
* Monthly offsite backups stored in the cloud for the keycard system to help prevent data loss due to fire, theft, data corruption.
* Security cameras and keycard systems jointly utilized in June to identify a violation of pool cabana rules and regulations.

ARCHITECTURAL REPORT – Craig Hamburg

* As in years past many Nottingham residents are making exterior (and interior) improvements to their homes. Requests for approvals have been on par with prior years. Please make sure you are informed and aware of the material aesthetic requirements for Nottingham Forest. Most of the general information can be found on the website and Good Neighbor Guide. Often exterior projects such as decks, fences, and additions require a permit from the city and residents are encouraged to explore those requirements prior to beginning a project.
* We will continue to monitor the projects in the neighborhood to the best of our ability. Please note that not everyone in the neighborhood notifies the board when they are starting new projects, and this is not something that can be monitored 100%. Last minute requests are difficult to approve as this may require approval during our monthly board meeting, which typically happens on the second Thursday of each month.
* Our objective is always to maintain the beauty and integrity of Nottingham Forest, so that our home values increase, and potential home buyers see our neighborhood as a desirable place to live. Please do not hesitate to email if you have a question about an upcoming project.

SECETARY REPORT – Mike Quilty

* No report necessary.

TREASURER REPORT – Bill Flohrs (Interim Treasurer)

* This report will be brief because Chad covered most of the items in his comments. I have been Treasurer for 10 minutes, so please excuse me if I make a couple of mistakes.
* Open Treasurer Position: Chad mentioned that Bill Goodwin had passed away. Bill left great files and notes, so we will be able to carry on without a lot of unknowns. We also have an excellent accountant that handles the day to day aspects of the Association. It goes without saying that we will need someone in the neighborhood to run for the Board that has interest in becoming the Treasurer. Chad undersold being a Board member. It is a lot of fun working with your neighbors, making new friends (that you normally would not interact with), and seeing what a great neighborhood we really have. Lyla and I have lived here 30 years, and the energy that new homeowners bring to the neighborhood brings a smile to your face. Step up, get involved! It is your turn!
* Current Financial Situation: We have no outstanding dues, we are current on our accounts payable, the banks are keeping a keen eye on our money, and the Board is treating every dollar of your money as if it was their last dollar. 2020 proved to be a year of caution. We are projecting an unusually high cash carryover of $467,000. This is due to deferring projects and expenses due to Covid-19. The Board is keeping up with normal maintenance, looking at ways to improve the neighborhood, and listening to our neighbors to make sure the Board is in sync with the people they represent, YOU!
* Future Projects: The proposed 2021 budget does not warrant dues increase. Dues will stay at $700 for the year. You will get a dues statement in the mail in October. Dues are due by Thanksgiving. Late fees are stiff, so do not forget to set up that payment! We will continue to accrue money for large projects, and when they are funded, the Board will execute.
* Understanding the Proposed Budget: Sometimes, the proposed budget can be a bit tricky to understand. Major Improvement Projects generally accrue money over a few years. We must show that accrual as an expense. For 2021, the budget for Projects is $165,000. We will not spend all of that because several of the projects need to accrue money over several years before that projects takes place.
* It has been a pleasure serving you these last few minutes, but it’s time for new blood! Volunteer to serve!

BOARD MEMBER Q&A.

* Board members will be available for in-person discussions this week on Tuesday (9/29), Wednesday (9/30), and Thursday (10/1) between the hours of 5:30pm to 7:30pm. If you feel more comfortable having individual discussions with limited group interaction, please feel free to come to the pool and these can be addressed.

In conclusion, this year has been challenging but the Board remains ready to serve and is looking forward to our plans leading into 2021. As always, we will do our best to keep everyone informed on neighborhood projects and address any concerns throughout the year.

Thank you,

Chad Grattan