

## **SCS MANAGEMENT TEAM SERVES NOTTINGHAM COUNTRY C.I.A.**

*SCS Management Services is the managing agent for Nottingham Country Community Improvement Association, Inc. We announce organizational structures and personnel to serve your community. A Five-person team provides services and represents the Association with all homeowners.*

**ASSOCIATION MANAGER - Nancy Lee Callaway Ext. 7132**  
***ncallaway@scsmgmt.com***

*The Association Manager is a consultant, assisting our Board in formulating policy and then overseeing daily tasks and personnel to carry it out. She handles jurisdictional and legal issues, records management, assessment collection, and all reports to the Association, etc.*

**SERVICE MANAGER - Shirley Barnett Ext. 7133**  
***sbarnett@scsmgmt.com***

*The Service Manager is the primary liaison for residents. Please contact her for all general information and questions about the Association and services funded by your assessment payment. Special needs concerning your property can be discussed with her. If you see any problems around the common areas, contact Shirley to alert the Board.*

**DEED RESTRICTION COORDINATOR - Rene Ruiz Ext. 7212**  
***rruiz@scsmgmt.com***

*Deed restriction inquiries are directed to the DR Coordinator who drives the subdivision and inspects the properties. Contact him for status of any problem you see. If you receive a letter concerning your own property, please call Rene to clarify the problem and see that the matter is closed and the Board notified. Within Board guidelines, he can work with you on additional time required and negotiation about what constitutes a violation.*

**ACCOUNTING REPRESENTATIVE Ask Ashley Martin 7118**  
***amartin@scsmgmt.com***

*Assessment payments and reports for the Board are processed by the Accounting Representative. If you need a copy of your statement or verification of the balance due, please call Ashley.*

**ARCHITECTURAL CONTROL REPRESENTATIVE Sharon Griffith Ext. 7115**  
***sgriffith@scsmgmt.com***

*Architectural Review Applications are processed by the Architectural Control Representative and forwarded to a Board Member for approval. Please contact Sharon for all your questions about your ACC procedures.*

Please call SCS Management Services at (281) 463-1777 whenever you have a question or problem. Leave a voice mail message after 5 P.M., and your call will be returned the next business day.