

White Oak Springs

2025 Annual Meeting
October 22, 2025

Location: VFW 21902 Northwest Fwy. Cypress, TX 77429

Phone: 713-686-4692 Fax: 713-686-4694

Website: www.actionproperty.net

Agenda

- Establishment of Quorum
- Introductions
- Review approved minutes from the 2024 Annual Meeting
- Nominations & Election of Directors
 - 3 Open Positions for 2 Year Terms
- Counting of Ballots
- Other business
 - 2025 Financials
 - 2026 Budget
 - Homeowners Forum
- Announcement of Election Results
- Adjournment

Introductions



- Ronda Shepherd– President
- Rafael Melgoza- Vice President
- Marie Godard – Treasurer
- Aldo Garcia – Secretary
- Henry Hernandez- Director



2024 Minutes

- Please see the enclosed signed approved 2024 Annual Meeting Minutes.

White Oak Springs Homeowners Association

2024 Annual Meeting of the Members

October 23, 2024

Pursuant to the Bylaws of the White Oak Springs Homeowners Association, Inc., a Meeting was held Wednesday, October 23, 2024, at VFW Post 8905 at 21902 Northwest Fwy, Cypress, TX 77429 at 7:00 PM.

- **Quorum/Call to Order:**

A quorum was not established by proxy and attendance, meeting closed and reopened at 7:05 when quorum was met. Board President, Aldo Garcia, called the meeting to order at 7:05 pm.

Board of Directors Present:

Aldo Garcia, President

Marie Godard, Treasurer

Ronda Shepherd, Secretary

Henry Hernandez, Director

Community Manager:

Lee Waldheim was present from Action Property Management (APM)

Absent

Eugene Watkins, Vice President

- **Introductions**

Introductions of the board by Aldo Garcia

- **Minutes**

Aldo Garcia reviewed the annual meeting minutes from 10/26/2023 and they were approved by Ronda Shepherd, Treasurer.

- **Election Results**

By election majority vote, Aldo Garcia and Henry Hernandez will fill the open terms for the Board of Directors.

- **Financial Report**

Lee Waldheim with Action Property Management provided a brief breakdown of the financial report on 2024 finances and the projected budget for 2025 keeping assessments at \$635.00.

Lee Waldheim also covered the cost of insurance slightly going up from the previous year.

The 501C paperwork is also almost completed. Marie explained that the 501C makes White Oak springs tax exempt and will save the community a significant amount of money.

- **Nightly Inspections**

- Aldo let the community know that APM will start nightly inspection. This includes commercial vehicles in the street and in driveways. The CCR's specifically state that there are to be no commercial vehicles parked in the neighborhood unless work is being done by these companies at that house (temporary during the day). Marie stated that we follow the local government codes and ordinances as noted in our CC&Rs for commercial vehicles.

- **Open forum**

Homeowners concerns that were brought before the board:

- A homeowner asked if the financials could be a little clearer. While the financials are being covered, it's hard to follow along. Marie stated that all the paperwork will also be put online on the website.
- A homeowner asked why the insurance went up, Marie Godard replied that all insurance is going up everywhere. She had negotiated a better price this year than what initially came in.
- Concerning assessments, a homeowner asked if the assessments will ever go down. Lee replied it's all based on budget so we could not answer that.
- A homeowner asked about the retention area behind the gas station, it is overgrown. Aldo mentioned it is not part of the neighborhood and he had already talked to the manager of the gas station but that is all the board can do.
- Concerning letters upkeep of grass on front yards, a homeowner asked if there were letters going out, even if it's a board member. Lee replied yes, the board also gets letters and that cannot keep anyone off the board based on the state of the house. Homeowner stated that nothing is getting done about it, what can be done? Lee replied we can send it to legal but it could cost \$2-\$3,000. This amount is not allowed to go to collections, only the assessments are. The letters will eventually cause fines on the account that must be paid before the sale of the house. Another homeowner asked about what happens if we are in a drought. Marie mentioned this happened last year and the water department placed signs at the front of the neighborhood stating water restriction in place. The board asked APM to suspend the letters during this period.
- A homeowner asked if there was an exception to the commercial vehicle inspections for first responder. He said he is a first responder for his company,

and he cannot park the vehicle anywhere else as it will delay his response. Marie said the board would take a look at exceptions and discuss with the lawyer on what may be allowed by the local government codes. A homeowner stated if there was a blank magnet or something that can cover the name of the company. Marie said that may not help based on the type of vehicle it was.

- A homeowner stated his concerns on several vehicles with no tags parked in the street. Lee also said that he knows what his concern is and has sent a letter. He stated that temporary tags were ok, but the homeowner pointed out that there are no tags at all on them, like they were just bought at auction and being worked on at the residence. Marie mentioned we will check the CCR's about how many cars are allowed at each residence. The board will also discuss.

- **Raffle**

Winner of the raffle was Mahesh Rupani

- **Adjournment of Annual Meeting**

Aldo Garcia adjourned annual meeting at 7:52pm.

Approved: Board Member, White Oak Springs HOA

Nominations & Elections of Directors

➤ 3 terms expiring for 2-year terms:

_____ Marie Godard(Incumbent)
_____ Ronda Shepherd (Incumbent)
_____ Rafael Melgoza

➤ Write In _____

➤ Write In _____

➤ Write In _____

➤ Nominations from the floor: (if any)

➤ _____

➤ _____

➤ Appoint TWO Vote tabulators:

➤ _____

➤ _____

Other Business

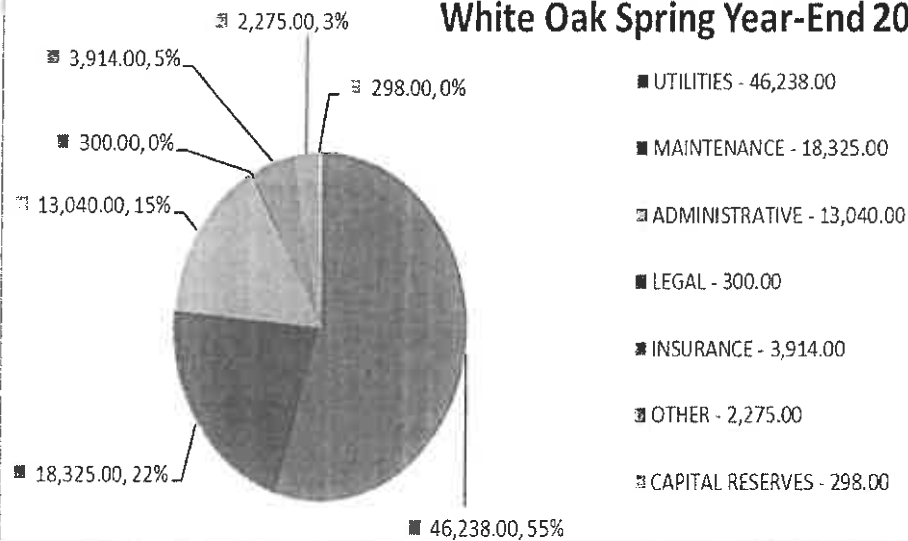
Please see the enclosed chart & spreadsheet:

- 2025 Financials
- 2026 Budget
- Crime Awareness (handout provided)
- Homeowners Forum
- Association Information
 - Deed Restrictions & Modifications
 - Please contact:
Action Property Management
at 713-686-4692
for questions about deeds,
restriction violations, and
modification requests.
 - Visit us at:
www.actionproperty.net and
click on the link for "White
Oak Springs" for more
information.

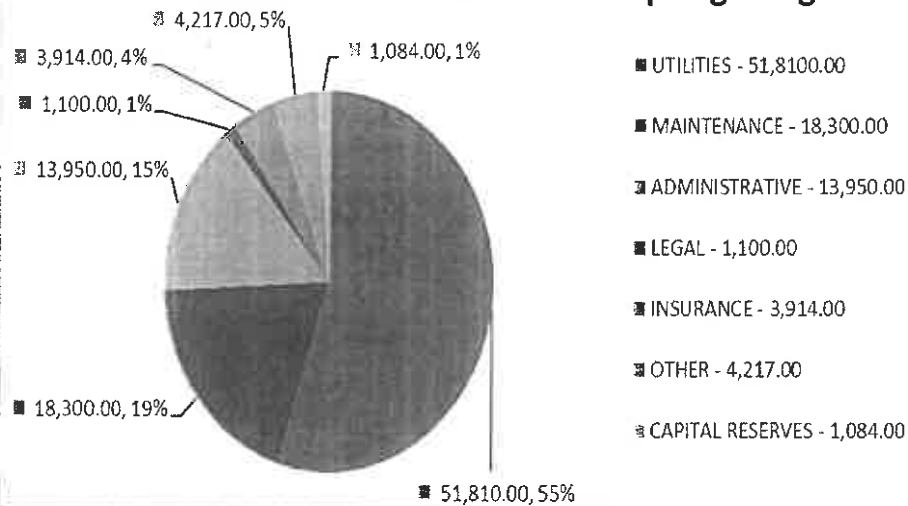
Financials/Budget

WHITE OAK SPRINGS HOA 2025 Preliminary Year-End & Preliminary 2026 Operational Budget

White Oak Spring Year-End 2025



White Oak Spring Budget 2026



What you're @ 635.00 - 2025 Assessment's paid:

Utilities - \$347.98

Maintenance - \$137.80

Administrative - \$98.43

Legal - \$2.21

Insurance - \$29.21

Other - \$17.15

Reserve - \$2.22

		2025 Actual Jan-Sep	2025 Projected Year-End	2025 Operational Budget	2026 Budget
	** I N C O M E **				
4015	2025 Assessment Income	73,392.32	74,000.00	88,500.00	0.00
4016	2026 ASSESSMENT INCOME	0.00	0.00	0.00	91,890.00
4020	Interest & Penalty Income	1,992.60	1,992.00	500.00	300.00
4030	Collection Fees Reimbursement	450.00	450.00	300.00	275.00
4040	D/R Enforcement Income	1,753.53	1,753.00	800.00	300.00
4050	Payment Plan Income	100.00	100.00	100.00	60.00
4060	Legal Fee Reimbursement	2,495.40	2,495.00	1,000.00	50.00
4070	D/R Mowing Reimbursement	0.00	0.00	0.00	0.00
4080	Bank Interest Income	2,882.68	3,600.00	900.00	1,500.00
4090	Miscellaneous Income	0.00	0.00	0.00	0.00
	TOTAL INCOME	83,066.53	84,390.00	92,100.00	94,375.00
	** E X P E N S E S **				
	** MAINTENANCE **				
6110	Landscape Contract	7,000.00	9,600.00	9,000.00	9,900.00
6120	Landscape Extras	5,010.00	5,010.00	4,000.00	4,500.00
6130	Irrigation Repairs	810.00	875.00	1,200.00	1,250.00
6140	Signage and Fence Repair	860.00	860.00	1,000.00	1,000.00
6150	Force Mows	0.00	0.00	150.00	150.00
6160	Play ground	0.00	0.00	1,500.00	1,500.00
6180	Miscellaneous Repairs	1,897.69	1,980.00	1,000.00	0.00
	TOTAL MAINTENANCE	15,577.69	18,325.00	17,850.00	18,300.00
	** UTILITIES **				
6210	Electricity	6,743.05	8,900.00	9,100.00	9,100.00
6220	Trash Service	21,066.06	30,725.00	29,500.00	35,000.00
6230	Water	240.88	300.00	2,500.00	600.00
6240	Cameras	4,860.00	4,860.00	4,600.00	4,860.00
6250	Website	77.22	78.00	650.00	750.00
6260	Storage	1,030.00	1,375.00	1,350.00	1,500.00
	TOTAL UTILITIES	34,017.21	46,238.00	47,700.00	51,810.00
	** ADMINISTRATIVE **				
6310	Management Contract	6,963.39	9,280.00	9,275.00	9,750.00
6320	Management Extras	0.00	0.00	100.00	100.00
6330	Postage	1,092.29	1,650.00	1,400.00	1,700.00
6340	Copies	530.86	750.00	600.00	800.00
6350	Collection Expense	335.00	310.00	300.00	300.00
6360	Deed Restrictions Expense	610.00	850.00	625.00	850.00
6370	Other Administrative Services	0.00	0.00	200.00	200.00
6380	Office Supplies	0.00	0.00	50.00	50.00
6390	Meeting Expense	150.00	200.00	200.00	200.00
	TOTAL ADMINISTRATIVE	9,681.54	13,040.00	12,750.00	13,950.00
	** LEGAL **				
6410	Legal Corporate	0.00	0.00	250.00	300.00
6420	Legal Billable	263.12	300.00	800.00	800.00
	TOTAL LEGAL	263.12	300.00	1,050.00	1,100.00
	** INSURANCE **				
6510	Insurance D & O	1,203.00	1,203.00	1,350.00	1,203.00
6520	Insurance Genl Liab Pkge	2,711.00	2,711.00	3,900.00	2,711.00
	TOTAL INSURANCE	3,914.00	3,914.00	5,250.00	3,914.00
	** OTHER EXPENSES **				
6610	Tax Return - Permits	250.00	250.00	3,500.00	500.00
6620	Taxes Federal	0.00	200.00	2.00	100.00
6630	Taxes Property	0.00	15.00	17.00	17.00
6640	Committee Expense	1,096.23	1,800.00	3,500.00	3,500.00
6670	Bank Charges	20.00	10.00	100.00	100.00
6680	General Reserve	0.00	0.00	0.00	0.00
	TOTAL OTHER EXPENSES	1,366.23	2,275.00	7,119.00	4,217.00
	TOTAL EXPENSES	64,819.79	84,092.00	91,719.00	93,291.00
	PROFIT OR (LOSS)	18,246.74	298.00	381.00	1,084.00

09/30/25
Co. Pd 9
Co. Year 2025

WHITE OAK SPRINGS
Income Statement
For the month of September
Year 2025

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Account No	Description	Current Period	Y-T-D Balance	Year Budget
** I N C O M E **				
4015	2025 Assessment Income	720.00	73,392.32	88,500.00
4016	2026 ASSESSMENT INCOME	0.00	0.00	0.00
4020	Interest & Penalty Income	295.50	1,992.60	500.00
4030	Collection Fees Reimbursement	75.00	450.00	300.00
4040	D/R Enforcement Income	50.00	1,753.53	800.00
4050	Payment Plan Income	40.00	100.00	100.00
4060	Legal Fee Reimbursement	102.68	2,495.40	1,000.00
4070	D/R Mowing Reimbursement	0.00	0.00	0.00
4080	Bank Interest Income	176.32	2,882.68	900.00
4090	Miscellaneous Income	0.00	0.00	0.00
	TOTAL INCOME	1,459.50	83,066.53	92,100.00
** E X P E N S E S **				
** MAINTENANCE **				
6110	Landscape Contract	800.00	7,000.00	9,000.00
6120	Landscape Extras	2,380.00	5,010.00	4,000.00
6130	Irrigation Repairs	60.00	810.00	1,200.00
6140	Signage and Fence Repair	0.00	860.00	1,000.00
6150	Force Mows	0.00	0.00	150.00
6160	Play ground	0.00	0.00	1,500.00
6180	Miscellaneous Repairs	1,600.00	1,897.69	1,000.00
	TOTAL MAINTENANCE	4,840.00	15,577.69	17,850.00
** UTILITIES **				
6210	Electricity	799.48	6,743.05	9,100.00
6220	Trash Service	2,408.41	21,066.06	29,500.00
6230	Water	67.80	240.88	2,500.00
6240	Cameras	0.00	4,860.00	4,600.00
6250	Website	0.00	77.22	650.00
6260	Storage	116.00	1,030.00	1,350.00
	TOTAL UTILITIES	3,391.69	34,017.21	47,700.00
** ADMINISTRATIVE **				
6310	Management Contract	773.71	6,963.39	9,275.00
6320	Management Extras	0.00	0.00	100.00
6330	Postage	128.43	1,092.29	1,400.00
6340	Copies	42.56	530.86	600.00
6350	Collection Expense	25.00	335.00	300.00
6360	Deed Restrictions Expense	10.00	610.00	625.00
6370	Other Administrative Services	0.00	0.00	200.00
6380	Office Supplies	0.00	0.00	50.00
6390	Meeting Expense	0.00	150.00	200.00
	TOTAL ADMINISTRATIVE	979.70	9,681.54	12,750.00
** LEGAL **				
6410	Legal Corporate	0.00	0.00	250.00
6420	Legal Billable	0.00	263.12	800.00
	TOTAL LEGAL	0.00	263.12	1,050.00
** INSURANCE **				
6510	Insurance D & O	1,203.00	1,203.00	1,350.00
6520	Insurance Genl Liab Pkge	2,711.00	2,711.00	3,900.00
	TOTAL INSURANCE	3,914.00	3,914.00	5,250.00
** OTHER EXPENSES **				
6610	Tax Return - Permits	0.00	250.00	3,500.00
6620	Taxes Federal	0.00	0.00	2.00
6630	Taxes Property	0.00	0.00	17.00
6640	Committee Expense	0.00	1,096.23	3,500.00
6670	Bank Charges	10.00	20.00	100.00
6680	General Reserve	0.00	0.00	0.00
	TOTAL OTHER EXPENSES	10.00	1,366.23	7,119.00
	TOTAL EXPENSES	13,135.39	64,819.79	91,719.00

09/30/25
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WHITE OAK SPRINGS
Income Statement
For the month of September
Year 2025

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Account No	Description	Current Period	Y-T-D Balance	Year Budget
	PROFIT OR (LOSS)	(11,675.89)	18,246.74	381.00