



ACTION PROPERTY MANAGEMENT, LLC
MONTHLY MANAGEMENT REPORT

White Oak Springs
Homeowners Association, Inc.

March 2026

AGENDA

- Establishment of Quorum
- Introductions of Board Members
- Review Meeting Minutes
- Financials
 - Trash suspension
- Old Business
 - Surface water conversion
- New Business
 - MUD248 news and elections
 - Memorial Day hot dog cookoff
- Crime Awareness
- Homeowners Forum
- Adjournment

White Oak Springs Homeowners Association
2026 Quarterly Community Meeting
January 28, 2026

Pursuant to the Bylaws of the White Oak Springs Homeowners Association, Inc., a Meeting was held Wednesday, January 28, 2026, 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. President, Ronda Shepherd, called the meeting to order at 7:05 pm.

Board of Directors Present:

Absent

Ronda Shepherd, President

Rafael Melgoza, Vice President

Marie Godard, Treasurer

Aldo Garcia, Secretary

Henry Hernandez, Director

Community Manager:

Donald (JR) McAfoose was present from Action Property Management (APM)

- **Introductions**

Introductions of the board by Ronda Shepherd.

Donald (JR) McAfoose introduced himself and some of his background as APM was purchased by JR while Lee Waldheim begins semi-retirement.

- **Minutes**

Aldo Garcia reviewed the annual meeting minutes from 7/16/2025 and they were approved by Aldo Garcia, Secretary.

- **Financial Report**

Treasurer, Marie Godard provided a brief breakdown of the financial report on Dec 31, 2025, finances with cash on hand at the end of Month of Dec 2025 was \$146,531.15. Of

that \$44,789.29 is in the Operating Account, and \$49,637.47 is in the Reserve Account, and our \$50,000 CD total is at \$52,104.40.

- Other mentioned items were 501C was established in November 2025, therefore moving forwards our HOA invoicing is tax exempt. Our supplier Cirro Energy credited us approx. \$2400 in paid taxes for our entire account.
- There are no accounts in legal.
- Marie Godard discussed the decision to go from Texas Price to Best Trash after Texas Pride increased our rate by 3.75% per our annual contract and then petitioned for a 52.4% increase in Sept 2025 with fuel costs being an additional monthly billing starting in Jan 2026. Best Trash has been our trash company now since September 2025.
- Marie Godard also reminded everyone that the 2026 assessments are due January 31, 2026, and that February 1, 2026, both late charge and interest fee would be charged to any delinquent accounts.

- **Old Business**

- Ronda Shepherd discussed mailbox thefts, vandalism and planned maintenance on all our WOS mailboxes. Ronda has reached a professional contact to inspect each mailbox and provide a quote on repairs for approval, after which the HOA board will vote on the approval of these repairs or improvements.
- Marie Godard also confirmed that USPS is also looking into getting more robust locking devices for the main locking and parcel compartments.

- **New Business**

- Henry Hernandez reviewed this year's Christmas decorations in our front entrance, as well as the deadline to take down house or yard decorations in January 15th.
- Henry Hernandez presented our new digital newsletter focus and where to find the digital online newsletter at www.whiteoakspringshoa.com moving forwards.
- Marie Godard discussed the three items that were presented to the MUD248 board for approval. All three items were approved and 4 of 5 MUD248 board members approved moving forwards. These include the following three items for the entire district:

- i. Agreement with both HOA's to provide up to \$10,000 in recreational funds toward playground inspections, mulch, tree trimming, lawn upkeep, and playground equipment maintenance and repairs/replacement. Each HOA will be able to combine all their invoices for playground work once a year, submitting to MUD248 for up to the \$10,000 funds.
- ii. The Flock Safety cameras in both HOA 's will move from an HOA to a MUD248 account, and MUD248 will strategically place additional Flock Safety cameras thru the MUD248 district and around their plant and water facilities. The transfer date is still to be determined but is anticipated after April 1st.
- iii. Sheriff Patrols have been approved to include all the MUD248 boundaries, and a small section of the WOF HOA, as well as facilities that are used by MUD248 but outside of the boundaries. Sheriff Patrols contracts are currently being developed, and the anticipated patrols are to begin after April 1st. Exact date is to be determined.

- **Crime Awareness**

- Rafael Melgoza reviewed two crimes reported in our neighborhood since our last crime awareness review.
 - i. One being an attempted house break-in and his research with the police to see if the criminal was charged or not. In this case, he was released.
 - ii. He also discussed the crack-pipe found that was reported on our walking trails and to be vigilant when using the walking trails.
- Rafael Melgoza answered a few comments from homeowners on the increase in visibility of the homeless that has been seen in WOS.

- **Open forum (Homeowners concerns that were brought before the board):**

- Homeowner asked about possibly getting a yield instead of a left-hand turning signal at the light. This would not be an HOA item, but more of a Harris County item.
- Homeowner asked about a policy for taking down trees. Ronda recommended the homeowner also complete the ACC form and suggested replacing a tree removed with a new tree.

- **Raffle**

Winner of the raffle was Hyacinth Wright.

- **Adjournment of Annual Meeting**

Upon no additional concerns being brought forwards, Ronda Shepherd adjourned the annual meeting at 7:59pm.

Approved: Board Member, White Oak Springs HOA

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Co Yr 2026

WHITE OAK SPRINGS
Monthly Summary
For the month of March
Year 2026

Description	Amount	Year to Date
MONTHLY INCOME	5,438.27	86,191.88
TOTAL MONTHLY EXPENSE	9,717.41	24,018.77
NET MONTHLY INCOME (LOSS)	(4,279.14)	62,173.11

TOTAL CASH	176,337.07
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ALLIANCE OPS ACCT 9875	63,335.86
ALLIANCE MM ACT 8686	32,697.90
FCB OPERATING ACCOUNT	0.00
AAB CD 3.88% 02-09-26 8686	0.00
FCB CD 4.75% 1YR 0320-25 1997	0.00
FCB CD 4.75% 9MO 1220-24 1999	0.00
FCB CD 4.75% 6MO 0920-24 2001	0.00
FCB CD 4.75% 12MO 0620-25 2002	0.00
CAB BANK RESERVES	0.00
ALLIANCE CD4.31% 12-09-25 8619	50,135.78
ALLIANCE 3.45% 7-07-26 3286	30,167.53

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WHITE OAK SPRINGS
Trial Balance
For the month of March
Year 2026

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Account No	Description	Current Period		Year to Date Balance	
		Debit	Credit	Debit	Credit
	** A S S E T S **				
1010	ALLIANCE OPS ACCT 9875		4,563.38	63,335.86	
1015	ALLIANCE MM ACT 8686	204.16		32,697.90	
1020	FCB OPERATING ACCOUNT	0.00		0.00	
1030	AAB CD 3.88% 02-09-26 8686	0.00		0.00	
1040	FCB CD 4.75% 1YR 0320-25 1997	0.00		0.00	
1041	FCB CD 4.75% 9MO 1220-24 1999	0.00		0.00	
1042	FCB CD 4.75% 6MO 0920-24 2001	0.00		0.00	
1043	FCB CD 4.75%12MO 0620-25 2002	0.00		0.00	
1050	CAB BANK RESERVES	0.00		0.00	
1060	ALLIANCE CD4.31% 12-09-25 8619	135.78		50,135.78	
1061	ALLIANCE 3.45% 7-07-26 3286	79.63		30,167.53	
	** L I A B I L I T I E S **				
2010	Accounts Payable		0.00		0.00
2011	Unapplied Payments		135.33		1,080.33
2012	Refund for Over Payment		0.00		0.00
2013	Assessment Pre-Payments		0.00		0.00
	** C A P I T A L **				
3110	Retained Earnings		0.00		113,083.63
	** I N C O M E **				
4015	2025 Assessment Income		0.00		0.00
4016	2026 ASSESSMENT INCOME		4,665.62		84,317.43
4020	Interest & Penalty Income		222.02		396.71
4030	Collection Fees Reimbursement		50.00		75.00
4040	D/R Enforcement Income		124.52		584.52
4050	Payment Plan Income		0.00		0.00
4060	Legal Fee Reimbursement		155.12		155.12
4070	D/R Mowing Reimbursement		0.00		0.00
4080	Bank Interest Income		220.99		663.10
4090	Miscellaneous Income		0.00		0.00
	** E X P E N S E S **				
6110	Landscape Contract	800.00		2,400.00	
6120	Landscape Extras	3,000.00		3,700.00	
6130	Irrigation Repairs	2,022.36		2,022.36	
6140	Signage and Fence Repair	0.00		0.00	
6150	Force Mows	0.00		0.00	
6160	Play ground	0.00		0.00	
6180	Miscellaneous Repairs	0.00		0.00	
6210	Electricity	34.88		34.88	
6220	Trash Service	2,555.00		7,665.00	
6230	Water	12.14		236.75	
6240	Cameras	0.00		4,500.00	
6250	Website	0.00		90.93	
6260	Storage	40.00		80.00	
6310	Management Contract	812.40		2,398.51	
6320	Management Extras	0.00		0.00	
6330	Postage	85.20		265.15	
6340	Copies	14.85		114.61	
6350	Collection Expense	105.00		145.00	
6360	Deed Restrictions Expense	90.00		160.00	
6370	Other Administrative Services	0.00		0.00	
6380	Office Supplies	0.00		0.00	
6390	Meeting Expense	0.00		50.00	
6410	Legal Corporate	0.00		0.00	
6420	Legal Billable	0.00		0.00	
6510	Insurance D & O	0.00		0.00	
6520	Insurance Genl Liab Pkge	0.00		0.00	
6610	Tax Return - Permits	0.00		0.00	
6620	Taxes Federal	0.00		0.00	
6630	Taxes Property	0.00		0.00	
6640	Committee Expense	145.58		145.58	
6670	Bank Charges	0.00		10.00	
6680	General Reserve	0.00		0.00	
B a l a n c e		10,136.98	10,136.98	200,355.84	200,355.84

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WHITE OAK SPRINGS
Income Statement
For the month of March
Year 2026

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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	0.00	0.00	0.00
4016	2026 ASSESSMENT INCOME	4,665.62	84,317.43	91,890.00
4020	Interest & Penalty Income	222.02	396.71	300.00
4030	Collection Fees Reimbursement	50.00	75.00	275.00
4040	D/R Enforcement Income	124.52	584.52	300.00
4050	Payment Plan Income	0.00	0.00	60.00
4060	Legal Fee Reimbursement	155.12	155.12	50.00
4070	D/R Mowing Reimbursement	0.00	0.00	0.00
4080	Bank Interest Income	220.99	663.10	1,500.00
4090	Miscellaneous Income	0.00	0.00	0.00
	TOTAL INCOME	5,438.27	86,191.88	94,375.00
	** E X P E N S E S **			
	** MAINTENANCE **			
6110	Landscape Contract	800.00	2,400.00	9,900.00
6120	Landscape Extras	3,000.00	3,700.00	4,500.00
6130	Irrigation Repairs	2,022.36	2,022.36	1,250.00
6140	Signage and Fence Repair	0.00	0.00	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	0.00	0.00	0.00
	TOTAL MAINTENANCE	5,822.36	8,122.36	18,300.00
	** UTILITIES **			
6210	Electricity	34.88	34.88	9,100.00
6220	Trash Service	2,555.00	7,665.00	35,000.00
6230	Water	12.14	236.75	600.00
6240	Cameras	0.00	4,500.00	4,860.00
6250	Website	0.00	90.93	750.00
6260	Storage	40.00	80.00	1,500.00
	TOTAL UTILITIES	2,642.02	12,607.56	51,810.00
	** ADMINISTRATIVE **			
6310	Management Contract	812.40	2,398.51	9,750.00
6320	Management Extras	0.00	0.00	100.00
6330	Postage	85.20	265.15	1,700.00
6340	Copies	14.85	114.61	800.00
6350	Collection Expense	105.00	145.00	300.00
6360	Deed Restrictions Expense	90.00	160.00	850.00
6370	Other Administrative Services	0.00	0.00	200.00
6380	Office Supplies	0.00	0.00	50.00
6390	Meeting Expense	0.00	50.00	200.00
	TOTAL ADMINISTRATIVE	1,107.45	3,133.27	13,950.00
	** LEGAL **			
6410	Legal Corporate	0.00	0.00	300.00
6420	Legal Billable	0.00	0.00	800.00
	TOTAL LEGAL	0.00	0.00	1,100.00
	** INSURANCE **			
6510	Insurance D & O	0.00	0.00	1,203.00
6520	Insurance Genl Liab Pkge	0.00	0.00	2,711.00
	TOTAL INSURANCE	0.00	0.00	3,914.00
	** OTHER EXPENSES **			
6610	Tax Return - Permits	0.00	0.00	500.00
6620	Taxes Federal	0.00	0.00	100.00
6630	Taxes Property	0.00	0.00	17.00
6640	Committee Expense	145.58	145.58	3,500.00
6670	Bank Charges	0.00	10.00	100.00
6680	General Reserve	0.00	0.00	0.00
	TOTAL OTHER EXPENSES	145.58	155.58	4,217.00
	TOTAL EXPENSES	9,717.41	24,018.77	93,291.00

03/31/26
Co. Pd 3
Co. Year 2026

WHITE OAK SPRINGS
Income Statement
For the month of March
Year 2026

Account No	Description	Current Period	Y-T-D Balance	Year Budget
	PROFIT OR (LOSS)	(4,279.14)	62,173.11	1,084.00