# White Oak Springs

2026 Annual Meeting

October 21, 2026

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 and approved minutes from the 2025 Annual Meeting
- Nominations & Election of Directors
  - 2 Open Positions for 2 Year Terms
- Counting of Ballots
- Other business
  - 2026 Financials
  - 2027 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

# 2025 Minutes

## White Oak Springs Homeowners Association
## 2025 Annual Meeting of the Members
## October 22, 2025

Pursuant to the Bylaws of the White Oak Springs Homeowners Association, Inc., a Meeting was held Wednesday, October 22, 2025, 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 Secretary, Aldo Garcia, 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:
  Lee Waldheim and Donald (JR) McAfoose were present from Action Property Management (APM)

- **Introductions**
  Introductions of the board by Aldo Garcia

- **Minutes**
  Aldo Garcia reviewed the annual meeting minutes from 10/23/2024 and they were approved by Aldo Garcia, Secretary.

- **Election Results**
  Candidate speeches were given, and by acclamation, the election vote results were, Ronda Shepherd, Marie Godard, and Rafael Melgoza will fill the open terms for the Board of Directors.

# 2025 Minutes Cont.

- **Financial Report**
  Lee Waldheim with Action Property Management provided a brief breakdown of the financial report on 2025 finances and the projected budget for 2026 increasing assessments from $635.00 to $670.00.

- **Review of Previous Items by Homeowners in Oct 2024**
  - Review about the retention area behind the gas station and that this is private property and had to be addressed by the property owner. Although the HOA Board and a homeowner has communicated with the Gas Station, that is all the HOA Board can do.

- **Review October HOA Board meeting highlights**
  - HOA Board to replace Spotlight with VNS Light for Flagpole
  - Discussed complaint send to HOA by homeowner that some residents have their large dogs off leashes on the walking trails. Aldo reminded everyone that there are posted signs for leashed dogs, and anyone can call the non-emergency Sheriff's number if they feel threatened in anyway. The HOA Board did add a NOTICE in the newsletter in regard to this complaint.
  - Discussed legal parking on streets in WOS, where the rule is that the passenger side wheels should be against the curb, not the other way around.
  - Aldo discussed the events around the damaged Mailbox on White Oak Springs Dr and that it was repaired, expressing thanks to APM for their assistance in this matter.

- **Open forum (Homeowners concerns that were brought before the board):**
  - Homeowner asked is there would still be trash suspension with Best Trash
  - Lee from APM reviewed trash suspension process, informing the 45-day after the assessments are due, if the account is still delinquent on assessment or payment-plan they will be added to the trash suspension listing with Best Trash.
  - Homeowner asked if solicitors are allowed in the community. Although there are signs in the entrance, this is not enforceable.

# 2025 Minutes Cont.

- Homeowner informed the HOA Board that there was a very large truck parking at the Gas Station off White Oak Springs Dr. Unfortunately, this is private property, but in this case, the homeowner could try notifying the Gas Station that it is not a truck stop or call the Sheriff's non-emergency number for assistance.
- Homeowner working for the USPS post office asked the costs of the Mailbox repairs as he did unsuccessfully attempt to locate a spare part at his work location. The costs were approx. $50 for 2 parts and shipping, so we have a spare part at this time, that will be kept in our WOS storage.

- **Raffle**
  Winner of the raffle was Ernesto Iniesta.

- **Adjournment of Annual Meeting**
  Upon no additional concerns being brought forwards, Aldo Garcia adjourned the annual meeting at 7:39pm.

_____

Approved: Board Member, White Oak Springs HOA

# Nominations & Elections of Directors

- 2 terms expiring for 2-year terms:

_____ Aldo Garcia (Incumbent)
_____ Henry Hernandez(Incumbent)

  - Write In _____
  - Write In _____

- Nominations from the floor: (if any)
  - _____
  - _____

- Appoint TWO Vote tabulators:
  - _____
  - _____

# Other Business

Please see the enclosed chart & spreadsheet:

- 2026 Financials
- 2027 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 a: www.actionproperty.net and click on the link for "White Oak Springs" for more information.

# Financials/Budget

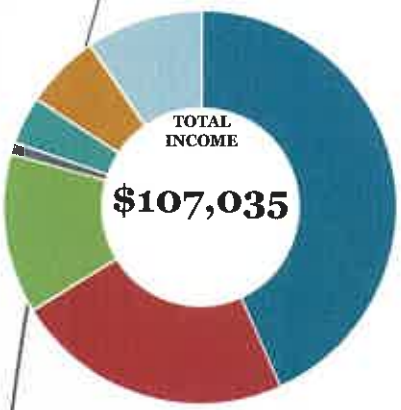
WHITE OAK SPRINGS HOA
2026 Projected Year-End & 2027 Operational Budget

## 2026 PROJECTED ALLOCATION




| | | |
|---|---|---|
| Utilities | $44,350 | 44% |
| Maintenance | $28,575 | 28% |
| Administrative | $13,570 | 13% |
| Insurance | $3,914 | 4% |
| Other | $2,775 | 3% |
| **Planned surplus** | $7,426 | 7% |

## 2027 BUDGET ALLOCATION




| | | |
|---|---|---|
| Utilities | $46,300 | 43% |
| Maintenance | $24,550 | 23% |
| Administrative | $14,080 | 13% |
| Legal | $1,050 | 1% |
| Insurance | $4,147 | 4% |
| Other | $6,617 | 6% |
| **Planned surplus** | $10,291 | 10% |

## 2027 BUDGET AT A GLANCE

| $670 | $96,744 | $10,291 |
|---|---|---|
| ANNUAL ASSESSMENT | OPERATING EXPENSES | PLANNED SURPLUS |

138 homes • Total income $107,035 • Includes $10,000 MUD reimbursement

*Source: White Oak Springs 2026 Projected & 2027 Budget*

# 2027 Budget Detail

WHITE OAK SPRINGS HOA • 2027 OPERATIONAL BUDGET

**Detailed budget schedule**

## INCOME

| | |
|---|---|
| 2026 Assessment Income | $475 |
| 2027 Assessment Income | $92,460 |
| Interest & Penalty Income | $300 |
| Collection Fees Reimbursement | $300 |
| D/R Enforcement Income | $750 |
| Legal Fee Reimbursement | $50 |
| Bank Interest Income | $2,700 |
| MUD Annual Reimbursement | $10,000 |
| **TOTAL INCOME** | **$107,035** |

## MAINTENANCE

| | |
|---|---|
| Landscape Contract | $9,900 |
| Landscape Extras | $4,500 |
| Irrigation Repairs | $3,000 |
| Signage & Fence Repair | $1,000 |
| Force Mows | $150 |
| Playground | $5,000 |
| Miscellaneous Repairs | $1,000 |
| **TOTAL MAINTENANCE** | **$24,550** |

## UTILITIES

| | |
|---|---|
| Electricity | $10,800 |
| Trash Service | $32,200 |
| Water | $1,350 |
| Cameras | $0 |
| Website | $750 |
| Storage | $1,200 |
| **TOTAL UTILITIES** | **$46,300** |

## ADMINISTRATIVE

| | |
|---|---|
| Management Contract | $9,780 |
| Management Extras | $100 |
| Postage | $1,700 |
| Copies | $800 |
| Collection Expense | $400 |
| Deed Restrictions Expense | $850 |
| Other Admin Services | $200 |
| Office Supplies | $50 |
| Meeting Expense | $200 |
| **TOTAL ADMINISTRATIVE** | **$14,080** |

## LEGAL

| | |
|---|---|
| Legal Corporate | $250 |
| Legal Billable | $800 |
| **TOTAL LEGAL** | **$1,050** |

## INSURANCE

| | |
|---|---|
| Insurance D & O | $1,300 |
| General Liability Package | $2,847 |
| **TOTAL INSURANCE** | **$4,147** |

## OTHER EXPENSES

| | |
|---|---|
| Tax Return / Permits | $500 |
| Federal Taxes | $100 |
| Property Taxes | $17 |
| Committee Expense | $3,500 |
| Bank Charges | $100 |
| General Reserve | $2,400 |
| **TOTAL OTHER EXPENSES** | **$6,617** |

| $107,035 | $96,744 | $10,291 |
|---|---|---|
| TOTAL INCOME | TOTAL EXPENSES | PLANNED SURPLUS |

Annual assessment: $670 • 138 homes • Budgeted margin: 9.6%

*Source: White Oak Springs 2026 Projected & 2027 Budget. Zero-dollar income lines omitted.*