

WHITE OAK SPRINGS

2021 ANNUAL MEETING

OCTOBER 21, 2021

Location: Holiday Inn Express Suite at
10520 Huffmeister Road, Houston, TX 77065

Email: apm@actionproperty.net

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

Website: www.actionproperty.net



AGENDA

- Establishment of Quorum
- Introductions
- Review and approve minutes from 2020 Annual Meeting
- Nominations & Election of Directors
 - 3 Open Positions for 2 Year Terms
- Counting of Ballots
- Other business
 - 2021 Financials
 - 2022 Budget
 - Homeowners Forum
 - 2021 Legislation Changes to Policies
- Announcement of Election Results
- Adjournment

INTRODUCTIONS

- Eugene Watkins – President
- Marie Godard - Treasurer
- Jay Hooper - Secretary
- Erika Valdez - Director
- Aldo Garcia Director

2020 Minutes

Pursuant to the Bylaws of the White Oak Springs Homeowners Association, Inc., a Meeting was held on Sunday, October 18, 2020, as a virtual meeting over zoom due to Covid-19. Quorum was established, Board President, Marie Godard, called the meeting to order at 9:15am.

1) Quorum/Call to Order

Quorum was established by proxy and attendance. Board President, Jay Hooper, called the meeting to order at 7:07pm.

Board of Directors Present:

Jay Hooper

President Rick Scanlin

Director

Marie Godard

Treasurer

Directors Absent:

Natasha Fuller

Secretary Angela King

Vice-President

Community Member(s) Present:

Samuel (Eugene) Watkins

Sarah Ware

2020 Minutes Cont

Cont.

Community Manager:

No one present from Action Property Management

2) Minutes

Board review annual meeting minutes from 11.07.2019 and approved by Marie Godard, President.

3) Nominations and Elections of Directors

Due to Covid-10, the annual community meeting was cancelled, and the elections were held virtually or by Mail. Action Property Management mailed out the nomination ballots in early September, and 9.25.2020 mailed of the absentee proxy letters along with the annual financial packet to homeowners.

The following Nominees, along with any submitted speech, were available online for open voting between 10.8.2020 – 10.15.2020; and on 10.15.2020, APM tallied the votes below;

- | | |
|------------------|-----------|
| • Eugene Watkins | 1st place |
| • Sarah Ware | 2nd place |
| • Erika Valdez | 3rd place |
| • Erin Forsythe | 4th place |

4) Financial Report

Board Treasurer, Jay Hooper provided a brief breakdown of the financial report on 2020 finances and bank balances as shown in the September financials, as well as a review of 2020 assessment collections and delinquent accounts. Assessment collections are at an all-time high of 98.6%, with 17 delinquent accounts, 1 account with trash pickup suspended, 1 on a payment plan, 1 in legal, 5 overpayment, 3 under watch, and 12 deed restriction violation letters sent in September. A meeting was held with APM, 2 board meetings and legal regarding the 2 watch accounts and next steps.

2020 Minutes Cont.

Cont.

5) Other Business

A quick review of old and new business was reviewed;

- Jay Hooper provided a camera update; materials on order & should be installed by end of year. An agreement will be drafted and signed by the homeowner at the end of Gentry Rd entrance.
- Marie Godard provided update on doggie dispensers which will not be pursued by MUD248.
- The board approved the mailing of the 2021 assessments to homeowners in November 2020, with no increase to the annual rates.
- Board Director Rick Scanlin turned in his resignation from the board.

6) Open Forum

- No open forum as no Community members in attendance.

7) Election Results

As per virtual voting of the members, Sarah Ware and Samuel Eugene Watkins were elected to the Board of Directors.

8) Executive Meeting

Following the members meeting, the board members voted for the positions of the board. Results are:

- Sarah Ware, President
- Eugene Watkins, Vice President
- Marie Godard, Treasurer
- Jay Hooper, Secretary
- Appointment to be filled, Director

9) Adjournment of Executive Meeting

- First Board Meeting has been scheduled for Sunday, November 15, 2020.

With no further business to be brought before the board members the meeting was adjourned at 9:41am.



NOMINATIONS & ELECTIONS OF DIRECTORS

➤ 3 terms expiring for 2 year terms:

➤ Marie Goddard (*Incumbent*)

➤ Erika P.Valdez (*Incumbent*)

➤ Rhonda Shepherd

➤ Nominations from the floor: (if any)

➤ _____

➤ _____

➤ Appoint TWO Vote tabulators:

➤ _____

➤ _____

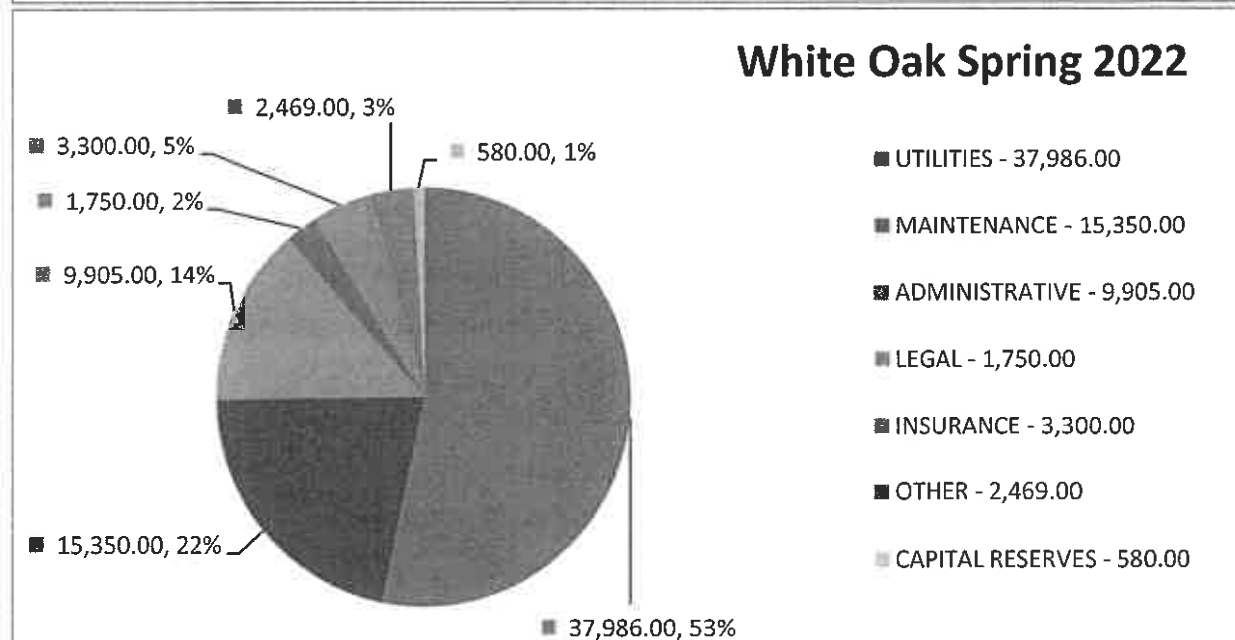
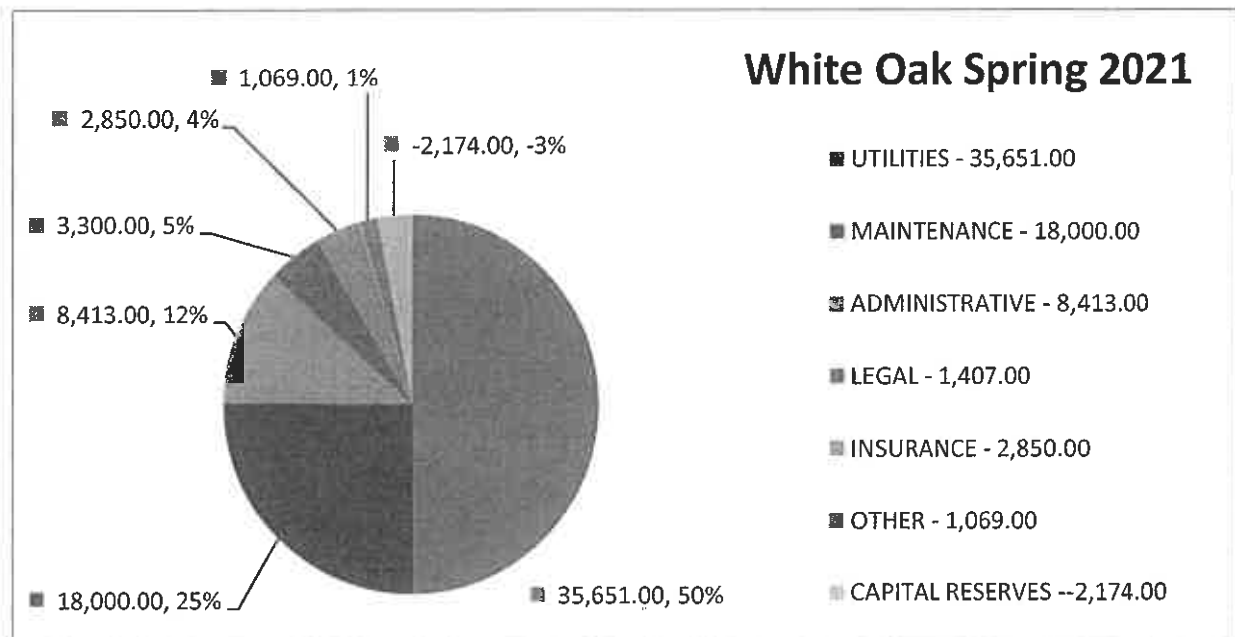


OTHER BUSINESS

- Please see enclosed chart and spreadsheet
 - 2021 Financials
 - 2022 Budget
- Homeowners Forum
- 2021 Legislation Changes to Policies

WHITE OAK SPRINGS HOA

2021 Preliminary Year-End & Preliminary 2022 Operational Budget



What your @475.00 - 2021 Assessment's paid for and how it was applied!!!

Utilities - \$244.42
Maintenance - \$123.40
Administrative - \$57.68
Legal - \$22.62
Insurance - \$19.54
Other - \$7.34

PLEASE TURN PAGE OVER FOR FINANCIAL BREAKDOWN

		2021 Actual Jan-Aug	2021 Projected Year-End	2021 Operational Budget	2022 Budget
	** I N C O M E **				
4009	2019 Assessment Income	0.00	0.00	0.00	0.00
4010	2020 ASSESSMENT INCOME	293.20	294.00	200.00	0.00
4011	2021 Assessment Income	65,688.47	65,688.00	63,840.00	200.00
4012	2022 Assessment Income	0.00	0.00	0.00	69,700.00
4020	Interest & Penalty Income	676.98	677.00	600.00	600.00
4030	Collection Fees Reimbursement	100.00	100.00	150.00	100.00
4040	D/R Enforcement Income	175.00	200.00	300.00	200.00
4050	Payment Plan Income	49.26	50.00	40.00	40.00
4060	Legal Fee Reimbursement	0.00	0.00	2,000.00	400.00
4070	D/R Mowing Reimbursement	0.00	0.00	0.00	0.00
4080	Bank Interest Income	66.22	100.00	90.00	100.00
4090	Miscellaneous Income	0.00	0.00	0.00	0.00
	TOTAL INCOME	67,049.13	67,109.00	67,220.00	71,340.00
	** E X P E N S E S **				
	** MAINTENANCE **				
6110	Landscape Contract	4,800.00	7,200.00	7,500.00	8,000.00
6120	Landscape Extras	675.18	800.00	2,100.00	2,000.00
6130	Irrigation Repairs	523.80	800.00	1,000.00	1,000.00
6140	Signage and Fence Repair	8,435.66	8,500.00	2,500.00	3,200.00
6150	Force Mows	0.00	0.00	150.00	150.00
6180	Miscellaneous Repairs	281.02	700.00	600.00	1,000.00
	TOTAL MAINTENANCE	14,715.66	18,000.00	13,850.00	15,350.00
	** UTILITIES **				
6210	Electricity	4,525.05	6,900.00	8,400.00	7,200.00
6220	Trash Service	14,834.80	22,275.00	22,500.00	23,000.00
6230	Water	511.21	900.00	1,200.00	2,400.00
6240	Cameras	0.00	5,000.00	1,500.00	4,800.00
6250	Website	296.01	300.00	400.00	310.00
6260	Storage	184.00	276.00	216.00	276.00
	TOTAL UTILITIES	20,351.07	35,651.00	34,216.00	37,986.00
	** ADMINISTRATIVE **				
6310	Management Contract	4,455.76	6,685.00	6,668.00	7,020.00
6320	Management Extras	0.00	44.00	100.00	100.00
6330	Postage	346.52	750.00	800.00	800.00
6340	Copies	139.26	210.00	170.00	210.00
6350	Collection Expense	45.00	70.00	125.00	100.00
6360	Deed Restrictions Expense	135.00	225.00	300.00	225.00
6370	Other Administrative Services	0.00	0.00	200.00	200.00
6380	Office Supplies	29.48	29.00	0.00	50.00
6390	Meeting Expense	215.00	400.00	600.00	1,200.00
	TOTAL ADMINISTRATIVE	5,366.02	8,413.00	8,963.00	9,905.00
	** LEGAL **				
6410	Legal Corporate	825.00	1,800.00	250.00	250.00
6420	Legal Billable	959.08	1,500.00	2,000.00	1,500.00
	TOTAL LEGAL	1,784.08	3,300.00	2,250.00	1,750.00
	** INSURANCE **				
6510	Insurance D & O	0.00	1,050.00	1,050.00	1,100.00
6520	Insurance Genl Liab Pkge	0.00	1,800.00	1,940.00	2,200.00
	TOTAL INSURANCE	0.00	2,850.00	2,990.00	3,300.00
	** OTHER EXPENSES **				
6610	Tax Return - Permits	200.00	200.00	250.00	250.00
6620	Taxes Federal	0.00	2.00	4.00	2.00
6630	Taxes Property	0.00	17.00	30.00	17.00
6640	Committee Expense	664.17	800.00	600.00	2,000.00
6670	Bank Charges	0.00	50.00	180.00	200.00
6680	General Reserve	0.00	(2,174.00)	3,887.00	580.00
	TOTAL OTHER EXPENSES	864.17	(1,105.00)	4,951.00	3,049.00
	TOTAL EXPENSES	43,081.00	67,109.00	67,220.00	71,340.00
	PROFIT OR (LOSS)	23,968.13	0.00	0.00	0.00

ASSOCIATION INFORMATION

- Deed Restrictions & Modifications
 - Please contact Action Property Management at 713-686-4692 or apm@actionproperty.net for questions about deed restriction violations and modification requests.
- Website
 - Visit www.actionproperty.net and click on the link for “White Oak Springs” for more information.
- Financial information
 - A copy of the 2020 year-to-date financials and 2021 Budget

