

WHITE OAK FOREST PROPERTY OWNERS ASSOCIATION

AGENDA FOR THE 2024 ANNUAL MEETING

Scheduled for 6:30 p.m. on February 15, 2024,

At the Orchosky's Home 23800 Elmwood Drive Porter, TX 77365

Current Association Board Members for 2023-2024

President, John Orchosky
Vice President, David Zientek

Treasurer, Emily Zugar
Secretary, Leanna Lawson

Appointed Nonvoting Officers

Custodian of Records, Linda Whitehorn

Ex-Officio President, Tracy Wilson

Pre-meeting Sign-in and Distribution of Handouts

Property owners who are present will sign-in for their lot(s). If a Proxy for another voter is turned in, the person bringing the proxy will write their own name in the Proxy column for the voter who is not present. Each family will pick up a Handout that has the Agenda, last year's Minutes, and Officer Reports and Duties.

Last Call and Final Count

The **President** will make the final call for voters to sign in or turn in proxies for voters who are not present.

The **President** will record, on Voter's List, the final number of lots represented by eligible voters either in person or by proxy. A quorum of voters for 55 lots (out of 109) is required. *BY-LAWS: Ch. 2, Art. 3, Sec 3*

Call to Order

The **President** will call the meeting to order. _____

Any guests who are present will be asked to stand and identify themselves.

The total number of lots that have eligible voters represented either in person or by proxy will be announced.

If the number is less than 55, members will be informed that no business can be transacted and the Election will be held on date to be determined.

- **Board Members** will collect the handouts so they can be used for the next meeting.
- **Board Members** will pass out Proxies to any members who have not already turned in a Proxy. Members are encouraged to turn in a Proxy before leaving in case they are absent next time.
- The **Secretary** will mail, not later than February 20th, a notice to owners of the new election date. A Proxy will be included in the mailing for anyone who has not already turned one in.

The **President** will seek a motion to adjourn this meeting until a date to be determined.

Approved minutes for the 2022 Annual Meeting

The **President** will allow time for members to review the Minutes on page 3 and 4 of the Handout.

The last Annual Association Meeting Minutes were approved at the February 22, 2022 Special Board Meeting as *"Robert's Rules for HOA's" recommends because members usually do not remember clearly enough what happened a year, or more, later to make any needed corrections.*

President's Report

The President will REQUEST THAT **MEMBERS REVIEW AND ASK ANY QUESTIONS** about the President's Report of the Board's Activities on page 5 of the Handout.

Treasurer Report

The **Treasurer** will REQUEST THAT **MEMBERS REVIEW AND ASK ANY QUESTIONS** about Fiscal 2022-2023 Budget Year Summary – Profit and Loss Report, as well as, Fiscal 2023-2024 Budget Year Summary – Profit and Loss Report on pages 6 & 7 of the Handout.

The **Treasurer** will EXPLAIN AND ANSWER QUESTIONS about the Proposed Budget.

Audit Report

A member of the **Audit Committee** consisting of Tracy Wilson, Kim Orchosky and Katherine Zientek have been unable to complete audits of the financial records since the third and fourth quarter ending February 28, 2022, however, they will be audited as soon as they are completed.

The **Treasurer** will present the signed quarterly Audit of Accounts available so they can be filed with the Minutes.

The **Treasurer** will give the financial documents for completed Quarterly Audits to the Custodian of Records.

ACC Report

The top of pg. 7 of the Handout lists the addresses and types of construction approved since the last Annual Meeting. The ACC members are David Warwick, Wayne Curry and Mike Zientek.

Office Nominating Committee Report

Reports from Sam Kashou, Tammy Zientek and Gwen Flowers contain the nominations of Emily Zugar for Treasurer leaving the positions of President, Vice President and Secretary **open**.

Officer Nominations or Volunteers from the floor

WOFPOA BY-LAWS: Chapter 2, Article 2, Section 2

The **President** will state that Texas Statute 2009.009 allows any property owner to serve unless they have been convicted within the last 20 years of a felony or crime involving moral turpitude – which is an immoral act.

The **President** will ask members to read the Board Duties summarized on page 8 on the back of the handout.

The **President** will ask for additional nominations or volunteers and verify ownership using the Voters List which was made from the Secretary's official "Register of Ownership". *BY-LAW: Ch.2, Art. 2, Sec. 3c*

The **Vice President** will write the names of write-in candidates so they can be seen by anyone at the meeting.

Each **person running for an office** will individually indicate their willingness and ability to agree to the Duties listed in the Office Duty Summary. Each candidate will also explain why they are willing to serve.

Voting Process- One vote or ballot per lot

First Amendment to Restrictions: Article XVI, Section 3 and 4

The **Secretary** will call out the name of each voter and indicate if they are present in person or by Proxy.

Voters who are present in person will raise their hand so the **President** can return their Proxy as required by law, and the **Treasurer** will deliver the voter's ballot(s) after the **Secretary** fills in their lot number. At the same time,

the person assigned by a Proxy to cast a vote(s) will receive a Ballot(s) with the lot number for the person on whose behalf they are voting. These Proxies must be kept with the Voter Sign-In Sheets.

However, the Proxies marked as Cast as Marked and Quorum Only will be given to the Tellers with the Ballots.

Counting Ballots

Ballots will be passed in with the voting side turned over and put with Cast as Marked and Quorum Only Proxies.

The **President** will ask for and appoint **3 volunteers** to serve as Tellers to tabulate the votes.

The **Tellers** will be given a Tabulation Sheet to use for their Report and a 10"x13" envelope for the Ballots.

The President will RECESS the meeting and conduct an Open Forum until the Tellers are finished.

*Property Owners will have an opportunity to ask questions or share concerns. No matter presented in the Forum can be voted on at this time and **ONLY response from the Board** will be factual information in Texas Law, WOFPOA Documents, or Standing Rules.*

Call Back to Order and Announcement of Voting Results

Tellers will give the Official Report to the **President** how will call the meeting back to order and read the report.

Installation of newly Elected Officers who take office immediately *BY-LAWS: Ch. 2, Art. 2, Sec. 1a*

The **Outgoing President** will read the Oath of Office and ask newly elected officers to agree to and sign it.

Audit Committee for Fiscal year 2024-2025 which ends February 28, 2025, volunteers will be accepted and appointed.

The **new President** will ASK EVERYONE TO READ the Audit Committee Description on page 7.

The **new President** will then SEEK ONE VOLUNTEER from Section 1, 2, and 3 *By-Laws Amendment Jan 28, 2008*

1. White Oak Forest Drive & White Oak Court
2. Elmwood Drive, Elmwood Court, Holiday Court
3. Hickory Drive, Cherry Laurel Circle, Hardage Court, Maple Circle, Pine Circle

The **new President** will announce that, as soon as the meeting adjourns, the outgoing and newly elected OFFICERS as well as the 2022-23 AUDITORS need to meet with the **new Secretary**.

The **outgoing Board** will get a list of final duties.

The newly elected Board and the 2024-25 Auditors will write down their contact information.

The newly elected Board will decide when to have their Annual Training with a **Research Assistant** who is responsible for pointing out Texas laws or WOFPOA documents that apply to Board activities.

The new **President** will seek a **Motion** to Adjourn. _____