

# **WHITE OAK FOREST PROPERTY OWNERS ASSOCIATION**

## **MINUTES FOR THE 2024 ANNUAL MEETING**

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 Activities**

*Property owners who were present signed in for their lot(s). If a Proxy for another voter was turned in, the person bringing the proxy wrote their own name in the Proxy column for the voter who was not present. Each family was provided with a Handout that included: the Agenda, last year's Minutes, and Officer Reports and Duties.*

### **Last Call and Final Count**

The **President** made a final call for voters to sign in or turn in proxies for voters who were not present. The **President** made a 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** called the meeting to order at 6:39 and announced that 56 lots out of 109 were represented by eligible voters either in person or by proxy.

### **Guests**

None were present.

### **Approved minutes for the 2022 Annual Meeting**

The **President** directed 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 requested that **MEMBERS** review and ask any questions about the President's Report of the Board's Activities on page 5 of the Handout. There were none about the report and only discussion about how to report light outages to Entergy.

### **Treasurer Report**

The **Treasurer** requested that **MEMBERS** review and ask any questions about Fiscal 2022-2023 Budget Year Summary, as well as, Fiscal 2023-2024 Budget Year Summary on pages 6 & 7 of the Handout. There were no questions.

### **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.

### **ACC Report**

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 Royce Huseman for position of President.

### **Officer Nominations or Volunteers from the floor**

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

The **President** stated 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** asked members to read the Board Duties summarized on page 8 on the back of the handout. The **President** asked for additional nominations or volunteers and verified 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** wrote the names of write-in candidates so they could be seen by anyone at the meeting. Each **person running for an office** individually indicated their willingness and ability to agree to the Duties listed in the Office Duty Summary. Each candidate also explained why they are willing to serve.

#### **Nominations from the floor:**

Tracy Wilson for the position of **Vice President** and Hermalinda Carrasco for the position of **Secretary**.

#### **Voting Process- One vote or ballot per lot**

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

The **Secretary** provided a ballot to each voter for their vote and if applicable for each proxy they had been designated to represent.

The Proxies are kept with the Voter Sign-In Sheets, however, the Proxies marked as Cast as Marked and Quorum Only were given to the Tellers with the Ballots.

#### **Counting Ballots**

The **President** asked for and appointed **3 volunteers** to serve as Tellers to tabulate the votes.

Josie Gonzalez, Kim Orchosky and Zhuoquong Lau

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

**The President RECESSED the meeting and conducted an Open Forum until the Tellers were finished.**

*Property Owners had the opportunity to ask questions or share concerns. No matter presented in the Forum was voted on at this time and the only response from the Board was factual information in Texas Law, WOFPOA Documents, or Standing Rules.* Topics discussed were again about how to report street light outages, why such a large quorum was necessary, how there might be plans for a neighborhood gathering and the increasing need for all of the property owners to look out for each other and work together to maintain the mutual investments.

#### **Call Back to Order and Announcement of Voting Results**

**Tellers** gave the Official Report to the **President** as follows:

The 2024-2025 Budget was **Approved**.

#### **2024-2025 Election of Officers Results:**

**President**, Royce Huseman

**Vice President**, Tracy Wilsom

**Treasurer**, Emily Zugar

**Secretary**, Hermalinda Carrasco

#### **Installation of newly Elected Officers who take office immediately**

*BY-LAWS: Ch. 2, Art. 2, Sec. 1a*

The **Outgoing President** read the Oath of Office and asked newly elected officers to agree to and sign it and they all agreed and signed.

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

The **new President** ASKED EVERYONE TO READ the Audit Committee Description on page 7 and they complied to the best of their ability.

The **new President** then requested 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

**New Audit Committee Members** volunteered and were accepted as follows:

4. Gwen Glowers – White Oak Court
5. Leanna Lawson – Elmwood Court
6. Josie Gonzalez – Cherry Laurel Circle

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

The **outgoing Board** received a list of final duties.

**The newly elected Board and the 2024-25 Auditors** wrote 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. Mark Pyle made the motion, and the meeting was adjourned at 7:44.