

WHITE OAK FOREST PROPERTY OWNERS ASSOCIATION

AGENDA FOR THE 2018 ANNUAL MEETING

Scheduled for 6:30 p.m. on January 30, 2018.

in the Meeting Room of Montgomery County's R. B. Tullis Library, 21569 U.S. 59, New Caney, TX 77357

A Newsletter with the Annual Meeting notice and a Proxy or Proxies was mailed January 16, 2018.

Current Association Board Members for 2017-8

President, Tracy Wilson

Vice President, Lori Betz

Treasurer, Emily Zugar

Secretary, Lori Betz

Appointed Nonvoting Officers

Custodian of Records, Linda Whitehorn

Research Assistant, Charlotte Johnson

Pre-meeting Sign-in and Distribution of Handouts

*Property owners who are present will sign-in on for their own lot. 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. The **Treasurer** will be available to collect Assessments.*

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 the Voters 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 February 22, 2018 at the same place and time.

- **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 turn in a Proxy. Members will be encouraged to turn in a Proxy before leaving in case they are absent next time.
- The **Secretary** will mail, between February 7 and 12, a notice to owners of the new election date. A Proxy will be included in the mailing for anyone who has not already turned in one.

*The **President** will seek a motion to **adjourn** this meeting until February 22.*

Approved Minutes for the 2017 Annual Meeting

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

The Last Association Meeting Minutes were approved at the January 30, 2017 Special Board Meeting as

“Robert’s Rules for HOAs” recommends because members usually do not remember clearly enough what happened a year 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 QUESTIONS about last month’s Fiscal 2017-8 Budget Year Summary – Profit and Loss Report on page 6 on the back of the President’s Report.

The **Treasurer** will EXPLAIN AND ANSWER ANY QUESTIONS about that proposed Budget.

Audit Report

A **member of the 2017-8 Audit Committee**, which consisted of Carole Weaver, Nicole Cockburn, and Gwen Flowers will report the results of the audits for the first three quarters of the 2017-8 Fiscal Year.

The fourth quarter ending February 28th and will be audited immediately after that date.

The **Treasurer** will present the signed quarterly Audit of Accounts 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 page 7 of the Handout lists the addresses and types of construction approved this year. The ACC members are John Bergner, Wayne Curry, and Mike Zientek.

Officer Nominating Committee Report

Reports from Sam Kashou, and Gwen Flowers only contain the nomination of Keith Pinkston for Vice President.

Officer Nominations or Volunteers from the floor

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

The **President** will state that Texas Statute 209.009 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 Officer 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 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" x 13" envelope for the ballots.

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

Property Owners who will have the opportunity to ask questions or share concerns.

*No matter presented in the Forum can be voted on at this time and the **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** who 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 asked the newly elected officers to agree and sign it.

Audit Committee for Fiscal Year 2018-9 which ends February 28

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, Elmwood Drive, 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 2018-19 AUDITORS need to meet with the **Research Assistant**.

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

The **newly elected Board and the 2018-19 Auditors** will write down their contact information.

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

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