

Wynfield Estates Homeowners Association Inc.

2615 Bay Area Boulevard
Houston, TX 77058

281-480-2563/Voice

281-480-2608/Fax

E-mail: mturner@cmsisolutions.com

See the Wynfield Estates Facebook Page

www.wynfieldestateshoa.com

November 9, 2020

Dear Wynfield Estates Homeowner:

The 2020 Annual Members Meeting of the Wynfield Estates Homeowners Association will be held on Monday, November 30, 2020 using a virtual platform. The meeting will start at 6:30 (pending we have a quorum).

In order to ensure only Wynfield Estates homeowners have access to our virtual meeting (and to prevent hacking) we ask that all owners wanting to join the meeting please email the Association Manager, Melissa Turner at mturner@cmsisolutions.com to register. The meeting link will be sent out to each registered participant. Please put "Wynfield Estates Annual Meeting" in the subject line so we can track incoming emails.

The purpose of the Annual Meeting is to fill expiring positions on the Association's volunteer Board of Directors and to report on the business of the Association.

With social distancing still at play the meeting will look a little different. We will need **EVERYONE** to return the enclosed proxy/absentee ballot. This is the only way to obtain a quorum and meet the legal requirement for meeting. You can email, mail or fax it back to the management office. You can also give to a member of the Board who will coordinate with the management company.

There are two positions up for election. Incumbent, Scott Bradley is running for re-election. Carolyn Williams is not running for re-election, Mr. Alan Cliburn is running for the open position.

Your interest in your neighborhood is vital to maintaining a strong community. Plan now to attend the Annual Meeting and return your enclosed proxy/ballot by scanned email (CBricker@CMSIsolutions.com), fax (281-480-2608), or mail (2615 Bay Area Blvd., Houston, 77058).

Sincerely,

Board of Directors

Wynfield Estates Homeowners Association

Scott Bradley

Carolyn Williams

Kay Guerrero

Wynfield Estates Homeowners Association, Inc.
2020 Annual Meeting
November 30, 2020

PROXY/ABSENTEE BALLOT

Due to COVID-19 Social Distancing Requirements, the 2020 Annual Members Meeting is being held virtually. This will be the **ONLY** way to vote in the November 30, 2020 Annual Meeting. There are two options to be counted- Quorum Only allows us to count your household towards obtaining the required quorum but no vote is cast, OR you complete the bottom portion titled "Absentee Ballot" and cast your vote.

CHECK ONE ONLY-In the event more than one option is marked we will apply the most restrictive option: QUORUM ONLY.

Proxy For Quorum Purposes Only (this allows your household to count towards obtaining quorum but not towards the election vote)

_____ I hereby authorize and instruct my proxy to be used **only** for the purpose of establishing a quorum.

Absentee Ballot

_____ I hereby specifically authorize and instruct my vote to be cast in reference to the following matters (*Election of Board Members*). I understand that by casting my vote via absentee ballot I forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. (If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.)

Election of Board Members

Please mark your vote for candidate to be elected to the Board of Directors. You may vote for 2 (two) candidates

_____ Scott Bradley _____ Alan Cliburn _____

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done via execution of the undersigned's voting rights in the premises, whether at the meeting referred to above, or at any change, adjournment, or continuations of the meeting, and revoke all prior proxies previously executed. In no event shall this proxy/absentee ballot be valid for a period longer than 180 days after the date of the meeting for which it was given. Proxy/absentee ballot is voided upon my attendance at such meeting.

Signature: _____

Date: _____

Name (printed): _____

Address: _____

Please mail proxies/absentee ballots to Wynfield Estates Homeowners Association, 2615 Bay Area Blvd., Houston, TX 77058, OR fax to 281-480-2608, OR email to CBricker@CMSIsolutions.com. As a reminder, your proxy/ballot must be signed in order to be valid.

WYNFIELD ESTATES HOMEOWNERS ASSOCIATION

ANNUAL MEMBERS MEETING

November 30, 2020

AGENDA

- I. Call to Order / Verify a Quorum
- II. Secretary's Report
2019 Annual Meeting Minutes
- III. Business
- IV. Treasurer's Report/Presentation
- V. Election of Board Members
- VI. Homeowner's Forum
- VII. Adjourn

Wynfield Estates Homeowner's Association

Annual Meeting

December 2, 2019

The 2019 Annual Members meeting was held on December 2, 2019. Board member present: Mike Audish and Scott Bradley. Also present was Melissa Turner from Community Management Solutions, Inc. (CMSI).

Article III – Meeting of Members, Section 4. Quorum states in part; “If, however, such a quorum shall not be present or represented at any meeting, the Members in attendance may then by majority vote to either adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented or proceed with the business of the meeting as if a quorum were present.” At 6:42 pm quorum (13 households) was short by 2. Scott Bradley read the above by-law to members present. A motion was made to proceed and call the meeting to order. The motion was seconded and it passed.

Minutes

The 2018 Annual Meeting minutes were presented for review. A motion was made to accept the minutes as presented. The motion was seconded and passed.

Business

Mr. Bradley shared information regarding the proposed City trail. The current plan is to go along the ditch behind the Wynfield Estates homes. There is talk about picnic tables being put in as well.

Front Entry Monuments/Beds: Brief discussion held on the types of plants put in and lack of active irrigation. A couple of residents would like to see more ground cover and season appropriate flowers/shrubs.

The Board hopes to clean and paint all of the monument signs. There are no plans to make any additional structural repairs to the monuments. At this point- only cosmetic maintenance and upkeep appears necessary.

Financials

The October 2019 balance sheet and income/expense statement was presented. Questions were answered the accounts receivable process and when/how often delinquent accounts are sent to the attorney.

Election

There is one position up for election, past Board President, Christina Ridings sold her home leaving this position vacant. Additionally, Mike Audish, who has one year left in his term would like to step down.

The floor was open to nominations. Resident, Kay Guerrero was nominated and accepted. Carolyn Williams volunteered to complete the remainder of Mr. Audish's term.

There were no other nominations and therefore closed.

A motion was made to accept the positions by acclamation. The motion was seconded and passed.

Q&A

The floor was opened to general discussion. The following was discussed:

Rats and other issues coming from the high grass along the ditch behind homes on Wynfield Dr. County isn't required to mow this on a regular basis. Some of the residents have been mowing outside the fence line but there is a request to see how much the HOA's landscaper would charge to mow it on a consistent basis.

Front irrigation system doesn't routinely run. Residents would like to see this maintained and operate frequently to help enhance the front entry flowers.

There being no other business the meeting was adjourned at 7:31 pm. It is noted that by the time the meeting adjourned, 2 additional residents arrived and quorum was obtained.

Recording Secretary, Melissa Turner

WYNFIELD ESTATES HOA, INC.

BALANCE SHEET

As of: 09/30/2020

Assets

Account #	Account Name	Total
Asset		
10125	Wells Fargo-Checking	\$37,431.08
10150	Wells Fargo - Business Savings	\$9,863.01
15000	A/R - Maintenance fees	\$6,090.95
15250	A/R - Interest fees	\$798.61
21000	Prepaid insurance	\$1,641.90
	ASSET TOTAL:	\$55,825.55
	TOTAL ASSETS:	\$55,825.55

Liabilities

Account #	Account Name	Total
Liability		
31000	Accounts payable	\$19.25
35000	Deferred assessments	\$6,506.25
35100	Prepaid Assessments	\$504.13
	LIABILITY TOTAL:	\$7,029.63
	TOTAL LIABILITIES:	\$7,029.63

Equity

Account #	Account Name	Total
Reserves		
51000	Reserves	\$17,716.09
51500	Capital Improvements	\$2,000.00
	RESERVES TOTAL:	\$19,716.09
Members Equity		
53000	Prior year earnings	\$22,453.15
	MEMBERS EQUITY TOTAL:	\$22,453.15
	TOTAL NET INCOME (LOSS):	\$6,626.68
	TOTAL EQUITY:	\$48,795.92
	TOTAL LIABILITIES AND EQUITY:	\$55,825.55

WYNFIELD ESTATES HOA, INC.

INCOME STATEMENT

Start: 09/01/2020 | End: 09/30/2020

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
61000 Maintenance assessments	2,568.75	2,268.75	300.00	20,718.75	20,418.75	300.00	27,225.00
71000 Interest and late fee charges	50.57	0.00	50.57	560.23	0.00	560.23	0.00
74000 Interest income	0.07	0.00	0.07	0.94	0.00	0.94	0.00
Total	2,619.39	2,268.75	350.64	21,279.92	20,418.75	861.17	27,225.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
80100 Electric	10.40	25.00	14.60	109.78	225.00	115.22	300.00
80300 Water	54.84	54.17	(0.67)	493.46	487.53	(5.93)	650.00
81600 Landscape service	405.94	406.00	0.06	3,653.46	3,654.00	0.54	4,872.00
81700 Management service	250.00	250.00	0.00	2,250.00	2,250.00	0.00	3,000.00
82200 Special Events	0.00	50.00	50.00	0.00	450.00	450.00	600.00
82400 General repairs & Maintenance	0.00	250.00	250.00	350.00	2,250.00	1,900.00	3,000.00
82600 Landscape improvements	0.00	183.33	183.33	0.00	1,649.97	1,649.97	2,200.00
84200 Administrative	275.09	83.33	(191.76)	423.51	749.97	326.46	1,000.00
84300 Audit & CPA expenses	0.00	0.00	0.00	500.00	600.00	100.00	600.00
84600 Insurance	182.17	208.33	26.16	1,623.06	1,874.97	251.91	2,500.00
84700 Legal	0.00	125.00	125.00	0.00	1,125.00	1,125.00	1,500.00
84800 Taxes & permits	0.00	0.25	0.25	0.00	2.25	2.25	3.00
90100 Reserves	583.33	583.33	0.00	5,249.97	5,249.97	0.00	7,000.00
Total	1,761.77	2,218.74	456.97	14,653.24	20,568.66	5,915.42	27,225.00
Net Income	857.62	50.01	807.61	6,626.68	(149.91)	6,776.59	0.00