
OLD ORCHARD COMMUNITY ASSOCIATION, INC.

2021 ANNUAL MEETING

DATE: Thursday - October 28, 2021
TIME: 6:30 p.m.
PLACE: Old Orchard Clubhouse located at 13222 Peach Orchard Ln Richmond, TX 77407
Also via GoTo Meeting: (224)501-3412 / Access Code: 713-216-477
<https://global.gotomeeting.com/join/713216477>

NOTICE OF 2021 ANNUAL MEETING

October 5, 2021

Dear Old Orchard Homeowner,

Notice is hereby given for the Old Orchard Community Association, Inc. 2021 Annual Meeting, to be held on October 28, 2021 at the Old Orchard Clubhouse located at 13222 Peach Orchard Ln Richmond, TX 77407. The purpose of the meeting is to discuss Association business, as well as conduct an election of the Board of Directors.

There are two (2) positions up for the Board of Directors this year, and your community needs your participation in the election! The Board of Directors consist of five (5) Directors, serving a three (3) year term. Enclosed please find the Board of Directors Nominees' Bios, and Proxy-Ballot. In order to conduct official business, a quorum requirement of one-fourth (1/4) of all lots (154 out of 617) must be present either in person, or proxy-ballot.

You can send your Proxy-Ballot to RealManage by October 28, 2021 via email to OLDORCH@ciramail.com; by fax to 281-582-6400; or mail to RealManage at 16000 Barkers Pt., Suite 250, Houston TX 77079, or brought to the meeting in order to be counted. If you decide to attend the meeting in person, your Proxy-Ballot is revocable.

We look forward to seeing you!

Sincerely,

Edith Ernwall
Client Development Manager, RealManage
On behalf of Old Orchard Community Association, Inc.

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AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS** – Board of Directors and RealManage
- 3. APPROVAL OF PRIOR MEETING MINUTES**
- 4. MANAGER’S REPORT**
- 5. FINANCIAL REPORT**
- 6. ELECTION**
 - a. Nominations from the Floor
 - b. Introduction of Nominees
 - c. Vote/Tallying of Votes
 - d. Announce 2021-2022 Board of Directors
- 7. HOMEOWNER FORUM** – (Limit to 3 minutes)
- 8. ADJOURNMENT**

OLD ORCHARD COMMUNITY ASSOCIATION, INC.

2021 Annual Meeting Proxy-Ballot

I, the undersigned, a member (meaning a property owner in O.O Community Association, Inc.) hereby appoint

_____, as my true and lawful proxy (must be filled in by the property owner) to vote my Proxy, if so indicated below, in my place and stead on my behalf, as though I myself were present, with power of substitution, at the Annual Meeting of the above named Association on **Thursday, October 28, 2021 at 6:30 pm**, at the Old Orchard Clubhouse located at 13222 Peach Orchard Ln Richmond, TX 77407; and/or any rescheduled meeting which may be required for the purpose described in the meeting notice, at the location on the notice of such Annual Meeting. Your signature is required by law.

Name (Please Print)	Signature (REQUIRED)	Date
Address in Old Orchard CAI	Phone Number (REQUIRED)	

Please select only ONE (1) of the Options below. One vote per property is permitted, and all votes must be cast by a property owner. NOTE: If you choose more than one option, do not complete and sign the ballot, or are not an owner of record for the property, your ballot will be considered invalid.

OPTION 1 - Directed Ballot - Please ONLY vote for two (2) candidates for a three (3) year term, by selecting boxes and/or writing in a name below. Candidate(s), listed in alphabetical order by last name:

- _____ Aamir Mansoor (incumbent)
- _____ Vivek Pradhan
- _____ Javid Qureshi
- _____ Rae Spencer
- _____ Ed Stecher (incumbent)

OPTION 2 - Proxy Holder to Vote on My Behalf- I expressly direct and instruct my proxy holder to vote for the candidate as indicated on the ballot. My proxy holder shall have the full right to vote in accordance with his or her discretion on any and all other matters that may properly come before the meeting.

OPTION 3 - Quorum Only Purposes - If you **do not wish to vote**, but want to be counted for Quorum purposes, check this box. The Association must have a certain number of members (property owners) present in person or by Proxy-Ballot in order to have a Quorum. This proxy is for the sole purpose of establishing a quorum of owners. I abstain from casting a vote for any candidate or for, or against any other matters that may come before the meeting.

****In the event a quorum is not attained at the Annual Meeting, the meeting shall be adjourned. There will be a meeting of the Board of Directors immediately following, at which an Absentee Ballot election will take place. At which time, each member present will cast their Absentee Ballot vote. Absentee Ballots properly submitted by mail, email or fax shall be included. Tabulation of the Absentee Ballots shall be consistent with the provisions of Section 209.00594 of the Texas Property Code.*

You may submit your ballot via email to: OLDORCH@ciramail.com; via Fax to: 1-866-919-5696; via USPS: Old Orchard CAIc/o RealManage - 16000 Barkers Point Ln, Suite 250 - Houston, TX 77079. Please allow adequate mailing time if sending by USPS.

OLD ORCHARD COMMUNITY ASSOCIATION, INC.

BOARD OF DIRECTORS NOMINATION FORM

If you wish to run for the Board of Directors, please ensure that your Nomination Form is submitted by the deadline, September 17, 2021.

I hereby nominate the following member of the Old Orchard Community Association, Inc. for consideration as a candidate for the Board of Directors: (Note: You can nominate yourself.)

You must complete the following information:

Name: _____ AAMIR R. MANSOOR _____

Address: _____ 13111 ORCHARD STABLES DR. Richmond, TX - 77407 _____

Telephone: _____ 832-483-6918 _____

Email

Address: _____ aamir.mansoor@hotmail.com _____

Please provide a brief bio, or explanation why you are nominating this person for the Board. Nominees will be provided an overview of the responsibilities of Board membership.

I have been a resident of OO since 2015 and a current board member for the last 3 years. I have 3 daughters and 1 son, eldest in college and youngest in elementary school. I work at Marathon Oil in the IT world. OO has been a wonderful place to live and raise a family. I have been on the board for the last 3 years and with COVID, it's been tough 2020/2021 but we have made adjustments and changes while keeping the community up to date and safe.

While on the board, I have worked on some key initiatives that included Transparency, safety, and upkeep of the community.

Transparency:

One of the key things I worked on while on the board was to make board members' communication records part of record retention. When I joined the board, I was not privy to any prior board communications as group emails were all deleted and since all board members used their personal emails, no records of communication were available to new members. This was a serious gap that had to be fixed. As an IT professional, I took the initiative to implement a cloud email solution where all board member records are retained for up to 7 years using an official Oldorchard email address which will be owned by OO and not the member as their term expires.

Safety:

We made a significant improvement in our security posture by installing the flock security system. This system records all license plates of vehicles entering and exiting our community and FB Sheriff has direct access to this for investigation in case they need it. We also approved patrols during the holidays temporarily to address the needs of the community.

We are in the process of updating all the sensors at the gates and hope to address the rogue codes which will be addressed with the updates to the software in 2021.

Up-Keep:

As the community is now over 12 years old, we have to maintain the community from fences, roads, lakes, and much more. One of my goals is to improve this area and focus on improving the amenities and look and feel of the community. I took a personal interest in signing up to install holiday lights during the season. We started that in 2019 and plan to increase that slowly every year to cover more areas within the community and not just the front entrance.

Financials:

We have been a very conservative board in spending. We have tackled each project with that In mind and I will continue to work with the board if elected on the same path. We have not overspent on any project, and I will continue on that path to save the community money and spend wisely.

With that, I will be asking for a vote from the community for a new term as the board of directors at the old orchard community.

I can always be reached on my cell @ 832-483-6918 or email
Aamir.mansoor@hotmail.com

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¹ Barkers Point · Suite 250 · Houston, TX 77079

Vivek Pradhan

Who am I?

Vivek Pradhan has been a resident of Old Orchard subdivision since early 2015. He lives with his wife Priya and daughter Roma.

The Pradhan family has been in the Houston metro area for over 15 years now, having lived previously in Clear Lake and Friendswood locations. The family has also relocated several times to a number of domestic locations, as well as internationally in the past 30 years. Vivek identifies himself as a proud Texan!



Vivek holds a PhD in Chemical Engineering, with an MBA in Business Economics & Finance. He works for an international energy company as a director of digital strategy & transformation. Vivek has held multiple line & functional leadership roles in his professional career managing large & diverse global teams, as well as several multimillion-dollar project portfolios.

Vivek has been involved in a number of volunteering activities, especially in service of the underprivileged and in support of girls' education (United Way & Ekal). Apart from volunteering, he enjoys running (including for charity causes), karaoke, gardening, traveling, cooking, and watching cricket, documentaries, and movies in his spare time.

Why am I running for the OO HOA Board?

As a concerned resident of the Old Orchard community, Vivek is aspiring to join the Old Orchard HOA Board during the upcoming October election. He is keen to use his expertise from his professional career and experience from his volunteering activities for making positive things happen for our neighborhood. The two key areas where he sees opportunity for improvement are the safety and wellbeing of the community residents **and** the look & feel of our subdivision. These two goals are crucial to enhancing the reputation of our community and, as a result, the property values of homes. Vivek is also interested in fostering a better sense of community amongst the OO residents. He believes that each and every homeowner has a stake in the present and the future of Old Orchard subdivision. As a board member, he intends to engage with the wider community in finding effective and efficient solutions to deliver the above goals.

Vivek appreciates that your voice needs to be heard – starting with your vote for the election of the HOA Board, and subsequently, in major strategic decisions that shape the future of our subdivision. He would be honored to get your vote in the upcoming election.

If you have any feedback, suggestions, or questions, please feel free to email:

vote4vrp4hoa@gmail.com

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I hereby nominate the following member of the Old Orchard Community Association, Inc. for consideration as a candidate for the Board of Directors: (Note: You can nominate yourself.)

You must complete the following information:

Name: Javid Qureshi

Address: 3703 Mineral Falls Lane Richmond TX 77407

Telephone: 4042778350

Email Address: inbox.javid@gmail.com

Please provide a brief bio, or explanation why you are nominating this person for the Board. Nominees will be provided an overview of the responsibilities of Board membership.

Javid is very passionate about people service wheather in community or corporate portofoli, makes right decision
by consulting everyone at right time.

Keep informed to all on what's planning betterment of the community and resolve any issues residents are facing.

Operate, repair, replace, and maintain the development's common areas
Adopt and enforce HOA rules and regulations

Hire personnel or a community management company to help carry out responsibilities

Produce an accurate annual budget

Collect dues and assessments from residents

Levy special assessments for items outside the budget

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I hereby nominate the following member of the Old Orchard Community Association, Inc. for consideration as a candidate for the Board of Directors: (Note: You can nominate yourself.)

You must complete the following information:

Name: Rae Lynn Spencer

Address: 13111 Windmill Grove Dr

Telephone: 281-785-2519

Email Address: raelynnspencer@gmail.com

Please provide a brief bio, or explanation why you are nominating this person for the Board. Nominees will be provided an overview of the responsibilities of Board membership.

Attached

For Rae Spencer

by
Greg Armstrong
Member - Nominating Committee

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HELLO OLD ORCHARD NEIGHBORS.

My name is Rae Spencer and I moved from the Cypress area of northwest Houston to Old Orchard subdivision in December of 2019 with my husband John Spencer. John and Rae are retired Chemical Engineers. I am interested in serving as a member of the Old Orchard HOA and have included my background below for your consideration.

BACKGROUND

Rae worked in the petro-chemical industry and has managed multi-million dollar projects and has served in several volunteer positions in her church and the community. Before retirement in 2018, John and Rae owned their own engineering consulting company.

In the last 16 years, Rae and John and have owned properties in 3 master planned communities governed by HOAs and have attended meetings. Rae has attended Old Orchard HOA board meetings since January 2020. She set up a community meeting with the Fort Bend County Sheriff's department to discuss deterring crime in the neighborhood and formed an Old Orchard Crime Watch page on Next Door.

As a board member, Rae would focus on the following:

- Long term community maintenance items like:
 - Lake erosion
 - Fence replacement/repair on Old Orchard Dr., Old Oak Grove Dr. and 1464 iron fence
 - Resolving front gate issues
 - Pool maintenance
 - Street maintenance
- Communication to the community through quarterly newsletters
- Build community relationships thru committees and social gatherings
- Deed restrictions (important for maintaining and increasing our property values)
- Safety in the community

Rae hopes you will share her enthusiasm for our community and vote for her.

Questions or Comments? Email: Vote4Rae4HOA@gmail.com

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You must complete the following information:

Name: EDWARD R. STECHER

Address: 13022 BARN COURSE DRIVE, RICHMOND, TX 77407

Telephone: 713-446-7488

Email Address: cjd95@msn.com

Please provide a brief bio, or explanation why you are nominating this person for the Board. Nominees will be provided an overview of the responsibilities of Board membership.

I am a native of Philadelphia, Pennsylvania and have lived in Old Orchard since 2017. My family and I moved here because of my wife's job. My wife, Daneane, is a Corporate Paralegal and the Regulatory Compliance Manager for an International Medical Testing Laboratory with corporate offices in Pennsylvania, London and India. I am a proud United States Navy veteran, having served 6 years active duty onboard a nuclear submarine. During my years of proud service I had the opportunity to travel the world. I have been to many amazing countries as well as having had the opportunity to live in quite a few different states across the United States. My years in the service have taught me the value of loyalty, dedication and teamwork. I have also spent the last 3 years serving the Old Orchard community as a dedicated member of the Old Orchard Community Board of Directors, and the last 2 years as its President.

During this time I have actively changed how the Board is run with regard to openness, respect and fairness in how residents are treated. As President of the Board we have built a reserve of funds in excess of one million dollars for use on large future projects needed within the community.

Further, I have also implemented/completed the following projects within the community: new LED lighting to be installed throughout the community; planning/developing installation of speed bumps; correction of faulty electrical wiring / correct installation of lights at the entrance to the community; actively distribute entrance gate fobs to community members; new community fencing project. I continue to actively monitor and meet with the front gate repair company to include monitoring and resetting the gates at all hours of the day and night.

As a dedicated member of the current Board I have implemented and supported a 100% open forum at meetings and have always made myself available to be hands-on in assisting in numerous projects that the Board has taken over in the last 3 years. I have made and will continue to make myself available to everyone in the community to listen to their concerns and ideas.

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