

**Woods of Wimbledon Civic Association, Inc**  
**PO Box 15109**  
**Spring, TX 77391-1509**

November 11, 2015

Dear Neighbors,

On behalf of the entire board of directors, I'd like to invite you to our neighborhood's annual meeting which is scheduled for December 3, 2015. Please see the enclosed agenda with the meeting time, place and topics.

Your participation is important as we must have a quorum in order to have a valid meeting. If you are not able to attend the meeting, we ask that you please fill out and return the enclosed proxy and ballot by December 1<sup>st</sup>. Additional instructions are contained on the proxy & ballot. Thank you.

Your neighbors who volunteer to serve as board members have made a significant commitment of time and talent to you, their neighbors in carrying out the management of the neighborhood. At the same time, each year brings challenges to every volunteer board and neighborhood. We are no different and appreciate your patience as each board and board member balances their family, work, and neighborhood responsibilities.

Lastly, during the year, we've had a number of homes change ownership and it is my hope that you've had some time to welcome these newcomers to our neighborhood.

**I'd like to highlight a few of the items that are on the meeting agenda:**

1. The board has set the 2016 operating maintenance assessment at \$ 500. This is unchanged from 2015, although you will see in the budget that we are anticipating spending slightly more money than will be collected by the maintenance assessment. The additional money, if spent, will come from our existing operating bank account reserve.

Budget Comments from our Treasurer, Allen Baker:

The left side of the proposed 2015/2016 budget document compares the actual/estimated 2015 financial performance with the approved 2015 budget. Revenue is expected to exceed the budget by \$ 2,539, primarily due to \$ 1,295 of prior year maintenance fees being collected and greater than expected receipts of transfer and late fees.

The actual/estimated 2015 expenses are expected to be \$ 1,122 under budget due to services being \$ 1,842 under budget and legal also coming in \$ 836 below budget. The net impact of all the budget variances is that net income will be \$ 3,661 better than the budget. Note that the only change to the capital reserve account is the \$ 125 of interest earned.

The right side of the proposed 2015/2016 budget document focuses on the 2016 budget. The total budgeted 2016 revenue is estimated to be \$ 537 higher than the 2015 budget and the budgeted expenses for 2016 are estimated to be \$ 3,527 higher than the 2015 budget.

The increased expenses are primarily due to \$ 1,500 for replacement of trees and shrubs that have died over the last couple of years and a \$ 1,932 increase in legal fees in order to complete the 2014 by-laws project.

In comparing the 2015 budget to the 2016 budget, the budgeted 2016 net loss of \$ 2,594 is a \$ 2,990 increase from the 2015 budgeted net income of \$ 396.

The board has not adopted a capital reserve assessment for 2016. (To be discussed. See item # 9 on the meeting agenda.)

2. Agenda item # 6 shows two opportunities for you to serve on a sub-committee/volunteer group next year.

3. Agenda item # 8 is a request for property owner input for additional by-laws changes.

For those of you who attended and participated in the March 2015 board meeting with our HOA attorney, we learned that the 2014 by-laws project process had some administrative problems, including not holding a special meeting to solicit property owner input. In order to accomplish this without incurring the cost of having an additional special meeting, we have included it on our annual meeting agenda. Therefore, if you have changes you'd like to be considered in a by-laws vote, please plan to present them at the meeting. Our existing by-laws can be found on our website.

In addition, for those of you who attended our 2014 annual meeting, the by-laws changes that were presented from the floor and passed were invalidated. Our attorney advised us that proper notice for these motions wasn't given to all property owners. These motions will be included in a revised ballot to the entire community.

### **General Neighborhood Comments:**

The following comments are intended to be an overview introduction for our new property owners (and a reminder to the rest of us) about the management and operation of our neighborhood.

1. The Woods of Wimbledon has maintained a neighborhood website for a number of years. The website address is [wowca.org](http://wowca.org). (Please note that our website is currently being reviewed for some modifications.) Our website also contains important information about our neighborhood and a number of ways for you to get in touch with the board and/or the architectural control

committee should you have an inquiry, complaint or request that you wish to bring to our attention.

While you are looking at our website, we recommend that you sign up to receive email notifications from the board. With the advent of the internet, we communicate by email whenever possible in order to maintain a written record. We have a strict privacy policy and do not disclose or share your email or any other information with anyone outside of the board or architectural control committee, unless required to do so by law or in the course of conducting neighborhood business.

2. The Board of Directors generally meets every month. The meeting date, time and place are posted on the web site and emailed (if you've signed up for email notification) prior to the meeting. Except for when the board is in executive session, our meetings are open to the public. The minutes of previous board meetings are posted on the web site shortly after they are approved by the board.

We do communicate by regular mail regarding our annual meeting, balloting for board members, as well as certain other matters as the need or State law dictates.

3. Our trash is currently handled by Republic Services and is picked up on Monday and Thursday with the exception of the following holidays: New Year's, Memorial Day, July 4th, Labor Day, Thanksgiving & Christmas. In order to keep our neighborhood as attractive as possible, we ask that you do not put out your trash until 6 PM on the night before a pickup day. Yard trash should be placed on your driveway at the street. We do have back door pickup for the household trash. Most residents place their household trash containers on their driveways somewhere near the entrance to their back yard and where it is visible. Information about Republics' collectible trash policies can be found on their website.

4. Whether or not this is your first home in the Houston area, you probably learned from your realtor and during your home search that almost every subdivision in Harris County is governed by a set of deed restrictions. These deed restrictions were established by the original developers of our neighborhood and contain the building standards for the neighborhood as well as designating that all homes in our neighborhood are to be used as single family dwellings.

When you purchase a home in a neighborhood that has deed restrictions, you are agreeing to abide by these guidelines and covenants. They apply to you whether the home you bought is for your personal residence, as a landlord to rent out, or one you intend to renovate and resell.

You should have received a copy of the Woods of Wimbledon deed restrictions at closing. If you did not, there is a tab on our website and a copy is included there for your convenience along with some specific policies that have been adopted.

Except for certain general landscaping changes and those addressed by the posted policies, all modifications to the exterior of your home and property must be approved the Architectural Control Committee (ACC). Examples include changes to the windows, sidewalks, driveways, siding and changes in the exterior colors on your home. If you begin modifications that are not approved, the association has the legal authority to require you to stop and/or change your modifications. This is a very costly and unfortunate consequence for you the homeowner.

One area of common concern is the fence height designation in our deed restrictions. It is Six Feet. If/when you make repairs to your fences, please ensure that you or your contractor installs your new fence no higher than six feet. Many homeowners are installing a "rot" board at the bottom of their new fence. This means that your contractor will need to cut some wood from the bottom of each picket so you won't exceed the maximum six foot height. Your contractor, most likely, is not familiar with our deed restrictions and it is your obligation as the property owner to instruct them. It is much better for everyone when you do this before construction begins on your new fence, rather than having to go back after it's completed and correct it.

The current members of the Architectural Control Committee are Jeff Bosh, Mike George, and Dave Schrandt. They have all been residents of our neighborhood for many years and have also served as prior board members in various capacities. When you submit a request to the ACC from the website, all members of the ACC receive a copy and one of them will contact you, typically within a day or two. The ACC has 14 days to approve or deny your request, or make suggestions that will allow your project to be approved. Therefore, you should build this approval time into your project timetable. Lastly, if you do not hear back from an ACC member within a few days, please follow-up. With all things electronic, sometimes there are glitches.

There are many new and improved building materials on the market today and one of the goals of our ACC is to provide the residents with guidance and assistance to accomplish their projects and ensure that the architectural standards of the Woods of Wimbledon are maintained and improved.

The Architectural Control Committee is also available to address, along with the board, any deed restriction concerns that you observe in the neighborhood.

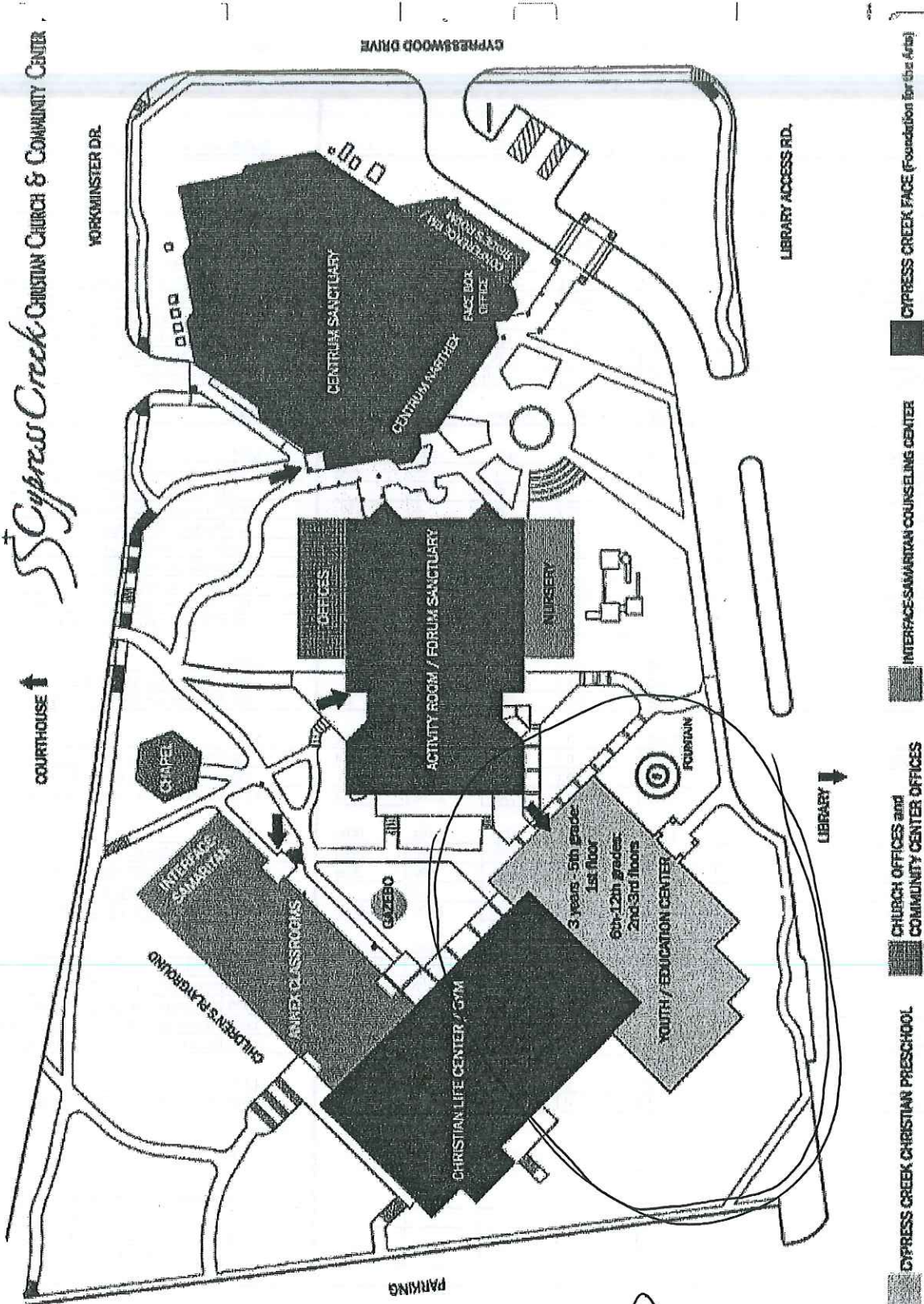
In closing, please do not hesitate to contact the board with any questions or concerns that you might have.

Sincerely,

A handwritten signature in black ink that reads "Mike". The signature is stylized and cursive.

Michael B. George  
Vice President

# Cypress Creek Christian Church & Community Center



Annual Meeting location →

Woods of Wimbledon Civic Association. Inc.  
Actual/Estimated 2015 and 2016 Budget

| \$ Actual<br>1/1 - 9/30 | \$ Est<br>4 Qtr | 2015<br>\$ Act/Est | 2015<br>Budget | Over /<br>(Under) |
|-------------------------|-----------------|--------------------|----------------|-------------------|
|-------------------------|-----------------|--------------------|----------------|-------------------|

| 2016<br>Budget | 2016<br>Budget side notes |
|----------------|---------------------------|
|----------------|---------------------------|

**MAINTENANCE FEE PER LOT** \$500 / Lot

**NET INCOME (LOSS)** 18,289 (14,232) 4,057 396 3,661

**(2,594)** Dec 31 2015 Operating account balance will cover this

**REVENUE** 66,796 1,157 67,953 65,414 2,539

**65,951**

| Income in General:                          | 66,796 | 1,157 | 67,953 | 65,414 | 2,539 |
|---|--------|-------|--------|--------|-------|
| Current Maintenance Fees paid               | 63,097 | 236   | 63,333 | 62,496 | 837   |
| Prior years Maintenance Fees paid           | 1,295  | 0     | 1,295  | 0      | 1,295 |
| Homeowner Transfer Fees                     | 1,400  | 600   | 2,000  | 1,400  | 600   |
| Attorney Collection Fees (Billed to Owners) | 0      | 0     | 0      | 515    | (515) |
| Late Fees                                   | 1,400  | 300   | 1,700  | 800    | 900   |
| Interest Income                             | 104    | 21    | 125    | 203    | (78)  |
| Unapplied Cash Payment Income               | (500)  | 0     | (500)  | 0      | (500) |

|        |   |
|--------|---|
| 65,951 |   |
| 63,500 | 127 houses at \$500 each                                |
| 167    | Months 13-18 of a 2015 Payment Plan                     |
| 1,400  | (This is for 7 houses to be sold)                       |
| 0      | Don't expect any collections in 2016                    |
| 800    | (Increased use of Payment Plans could reduce late fees) |
| 84     | 12* \$7.00/month  |
| 0      | Not expected  |

**EXPENDITURE** 48,507 15,389 63,896 65,018 (1,122)

**68,545**

| Operating Expense in Generally: | 348 | 477 | 825 | 930 | (105) |
|---------------------------------|-----|-----|-----|-----|-------|
| Bank Service Charges            | 0   | 0   | 0   | 18  | (18)  |
| Federal Income Taxes            | 97  | 0   | 97  | 95  | 2     |
| Meeting Room Fees               | 0   | 60  | 60  | 0   | 60    |
| National Night Out              | 0   | 75  | 75  | 75  | 0     |
| Office Supplies                 | 0   | 50  | 50  | 200 | (150) |
| Post Office Box                 | 134 | 0   | 134 | 132 | 2     |
| Postage and Delivery            | 117 | 127 | 244 | 220 | 24    |
| Printing and Reproduction       | 0   | 100 | 100 | 125 | (25)  |
| Technology                      | 0   | 65  | 65  | 65  | 0     |

|       |  |
|-------|--|
| 1,354 |  |
| 18    | Same as 2015 budget                                |
| 6     | 2015 interest earnings are much lower than in 2014 |
| 300   | 10 meetings at \$30/meeting                        |
| 100   | Back to 2014 budget                                |
| 100   | 50% of 2015 budget                                 |
| 138   | 2015 cost increased 3%                             |
| 400   | Expect more mailings in 2016                       |
| 225   | Reproduction cost increase when mailings increase  |
| 67    | 3% increase of 2015 Budget                         |

| Accounting Expense: | 4,159 | 563 | 4,722 | 2,892 | 1,830 |
|---------------------|-------|-----|-------|-------|-------|
| Financial Reviews   | 3,900 | 448 | 4,348 | 2,537 | 1,811 |
| Quickbooks Fees     | 259   | 115 | 374   | 355   | 19    |

|       |                                  |
|-------|----------------------------------|
| 2,855 |                                  |
| 2,500 | Same cost as 2014 Review         |
| 355   | 3% increase of 2015 monthly rate |

| Insurance Expense:             | 4,598 | 0 | 4,598 | 4,767 | (169) |
|--------------------------------|-------|---|-------|-------|-------|
| Directors & Officers Liability | 1,808 | 0 | 1,808 | 1,858 | (50)  |
| Fidelity & Crime               | 721   | 0 | 721   | 721   | 0     |
| Property                       | 2,069 | 0 | 2,069 | 2,188 | (119) |

|       |  |
|-------|--|
| 4,979 |  |
| 1,908 | Added cyber coverage @\$50 + \$50 price increase |
| 795   | Increased coverage \$50,000                      |
| 2,276 | Agent expects 5-10% increase/ assumed 10%        |

| Legal Fees:                  | 1,463 | 1,169 | 2,632 | 3,468 | (836) |
|------------------------------|-------|-------|-------|-------|-------|
| Collection Related           | 204   | 98    | 302   | 898   | (596) |
| Deed Restriction Enforcement | 0     | 125   | 125   | 500   | (375) |
| Deed Restriction Revisions   | 0     | 0     | 0     | 0     | 0     |
| HOA Governance Matters       | 1,259 | 946   | 2,205 | 2,070 | 135   |

|       |  |
|-------|--|
| 5,400 |  |
| 900   | 2015 budget level                                    |
| 1,500 | 200% over 2015 budget to ensure funding is available |
| 0     | (No activity expected)                               |
| 3,000 | Estimated 2015 plus 3.5 hours                        |

| Services:                      | 37,939 | 13,180 | 51,119 | 52,961 | (1,842) |
|--------------------------------|--------|--------|--------|--------|---------|
| Electricity                    | 5,649  | 1,992  | 7,641  | 7,968  | (327)   |
| Water                          | 725    | 248    | 973    | 970    | 3       |
| Trash Collection               | 27,233 | 9,176  | 36,409 | 36,500 | (91)    |
| Mrosquito Fogging              | 1,047  | 496    | 1,543  | 2,600  | (1,057) |
| Landscaping and Groundskeeping | 3,285  | 1,268  | 4,553  | 4,923  | (370)   |

|        |  |
|--------|--|
| 52,457 |  |
| 7,870  | Estimated 2015 plus 3%                                     |
| 1,021  | Estimated 2015 plus 5%                                     |
| 37,085 | Current pricing until November, then 3% increase           |
| 1,651  | Vendor estimates 7% increase (2 sprays/wk basis)           |
| 4,830  | 2015 cost 1st Qtr, then 6% increase, plus \$50 for repairs |

| Projects:                       | 0 | 0 | 0 | 0 | 0 |
|---------------------------------|---|---|---|---|---|
| Replacement of shrubs that died | 0 | 0 | 0 | 0 | 0 |

|       |                                |
|-------|--------------------------------|
| 1,500 |                                |
| 1,500 | Stumps removal plus 2-3 shrubs |

**RESERVES**

| Accounts in General: |  |  |  |  |  |
|----------------------|--|--|--|--|--|
| Capital              |  |  |  |  |  |
| Operating            |  |  |  |  |  |
| Contingency          |  |  |  |  |  |

|   |                                       |
|---|---------------------------------------|
| 0 | (Total = \$102,843.89 as of 10/31/15) |
| 0 | (\$81,772.72 balance as of 10/31/15)  |
| 0 | (\$21,071.17 balance as of 10/31/15)  |
| 0 | (Closed 3/25/14)                      |

# **Woods of Wimbledon Civic Association**

P.O. Box 15109, Spring, TX 77391-1509

Agenda for Annual Meeting December 3, 2015 at 6:30pm  
Meeting Location: Cypress Creek Christian Community Center  
6823 Cypresswood Drive, Rooms 203 & 204  
Spring, TX 77379

**Please note: The meeting rooms are located in the Youth & Education Center building. This building is on the Southeast corner of the Centrum campus by the Barbara Bush library. The entrance to the building is on the “north” side of the building. The wooden doors by the library do not operate. Once inside the building, there is an elevator to take you to the second floor. A map of the campus may be found on their website: [thecentrum.org](http://thecentrum.org) and is also on the back of this agenda.**

## **Annual Meeting Agenda**

1. Call to Order.
2. Roll Call and establish a quorum.
3. Introduction of the current Board members
4. Present, review, modify, and approve the minutes from the 2014 Annual Meeting.
5. Treasurer's Report
  - Present the 2015 actual/estimated revenue & expenses
  - Present and adopt the 2016 budget
6. Sign-up for volunteer opportunities:
  - Interest in a women's group
  - Modifications to the entrance plantings & notice board sub-committee
7. Election of 2016 Board members
  - Receive floor nominations for 2016 board members
  - Tabulate voting and announce the results
8. Report on the 2014 By-laws updates & solicitation of property owner input and changes to be voted on in 2016.
9. Discussion of needed brick wall repairs.
10. Concerns of the community members.
11. Adjournment.

**WOODS OF WIMBLEDON CIVIC ASSOCIATION, INC.**

**2015 ANNUAL MEETING OF THE MEMBERS**

**OFFICIAL PROXY/ABSENTEE BALLOT**

An Annual Meeting of the Members of Woods of Wimbledon Civic Association, Inc will be held on Thursday, December 3<sup>rd</sup>, 2015 at 6:30 p.m. at the Cypress Creek Christian Community Center at 6823 Cypresswood Drive, Spring TX 77379 in Rooms 203 & 204. If you plan to attend the meeting, you do not need to complete this Proxy/Absentee Ballot. If you will not be attending the meeting, it is VERY IMPORTANT for you to complete the Proxy/Absentee Ballot and return it to The Woods of Wimbledon Civic Association via mail. You may also give your Proxy/Absentee Ballot to another Member to take and turn in at the Annual Meeting.

**Mail or Delivery:** P.O. Box 11509  
Spring, Texas 77391-1509

**You have the following choices:**

- 1. Attend Meeting.** Attendance of a quorum, defined as the presence of members in person, or by proxy or absentee ballot, entitled to cast ten percent (10%) of the votes of the Association, is required to conduct Director and Officer elections.
- 2. Assignment of Proxy.** You appoint a Proxy Holder to vote on your behalf on any matters coming before the Members at the Annual Meeting. Your Proxy Holder must be present at the Annual Meeting for your vote to be counted.
- 3. Absentee Ballot.** Check the appropriate boxes below, SIGN, and return it to The Woods of Wimbledon Civic Association.

**PROXY**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned owner(s) of property in Woods of Wimbledon do hereby revoke any previous proxies and appoint \_\_\_\_\_ ("Proxy Holder"), or the Secretary of the Association if I have not filled in the blank, as my Proxy Holder to act and vote on my behalf at the Annual Meeting.

This proxy is revocable by the owner at any time before it is exercised. Unless sooner terminated, this proxy shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

**ASSIGNMENT OF PROXY: (Please indicate only one selection)**

- My proxy holder is hereby authorized to vote as he/she sees fit on all issues that may arise at the meeting.
- This proxy is for the sole purpose of establishing a **quorum** of Members (**Quorum Only**). I abstain from casting a vote for or against the proposals listed below or for any other matters that may come before the Members.

**ABSENTEE BALLOT**

- CHECK HERE TO VOTE BY ABSENTEE BALLOT.

*"By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your vote will not be counted on the final vote on these measures. 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"*

*§209.00592 of the Texas Property Code*



**ELECTION OF FOUR (4) AT LARGE DIRECTORS TO THE BOARD OF DIRECTORS (Check, circle or write-in only four (4) names):**

Kara Ellis  
Write-in

Barry King  
Write-in

\_\_\_\_\_  
Write-in

\_\_\_\_\_  
Write-in

**ELECTION OF ONE (1) DIRECTOR WHO SHALL SERVE AS PRESIDENT (Check, circle or write-in only one (1) name):**

Mike George  
Write-in

\_\_\_\_\_  
Write-in

**ELECTION OF ONE (1) DIRECTOR WHO SHALL SERVE AS VICE PRESIDENT (Check, circle or write-in only one (1) name):**

Don Shackleford  
Write-in

\_\_\_\_\_  
Write-in

**ELECTION OF ONE (1) DIRECTOR WHO SHALL SERVE AS SECRETARY (Check, circle or write-in only one (1) name):**

Graham Sherlock  
Write-in

\_\_\_\_\_  
Write-in

**ELECTION OF ONE (1) DIRECTOR WHO SHALL SERVE AS TREASURER (Check, circle or write-in only one (1) name):**

Allen Baker  
Write-in

\_\_\_\_\_  
Write-in

**In order for your Proxy/Absentee Ballot to be valid, you MUST SIGN where indicated below:**

Owner's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

