

WILLOW MEADOWS CIVIC CLUB
P.O. Box 35551
HOUSTON, TEXAS 77235
www.willowmeadows.org

Ballot to Elect 2016 Board of Directors
Ballot to Approve 2016 Budget
Ballot to Approve Assessment Increase
Ballot to Approve Amendments to By-Laws

October 19, 2015

Dear Willow Meadows Homeowner:

Enclosed are materials provided to facilitate your voting on four Willow Meadows Civic Club items for 2016. This year's election involves voting for the Board of Directors, approval of the 2016 operating & capital budget, approval of an assessment increase, and voting on proposed amendments to the WMCC By-Laws. A two-page ballot and a signature page are provided at the end of this packet.

The first part of this year's ballot is the election of the **2016 Board of Directors**. Please review the accompanying candidate biographies to assist you in your decisions. You may also write in the name(s) of any other person (including yourself) who you feel would be able to fill a position and serve your neighborhood.

The second part of the ballot is approval of the **WMCC 2016 Operating & Capital Budget**. The proposed budget is shown in the enclosed pages; the 2015 budget is also included for your reference.

The third issue in this election is approval of an **Assessment Increase** of \$25 for a total assessment of \$300 per year. This increase is necessary to cover additional bookkeeping expenses and an increase in security expenditures to provide a \$1/hour raise for our security patrol officers.

The fourth issue for the election is voting on proposed amendments to the **WMCC By-Laws**. The Board is proposing elimination of Sections 3 and 6 of Article III. Section 3 deals with the deferment plan which the Board feels is detrimental to homeowners. Section 6 deals with late fees. The Board feels that imposition of these fees is both cumbersome and ineffective; added revenue from fee collection has been very minimal. The Board of Directors recommends a "yes" vote on both amendments.

The two-page ballot is found on pp. 9-10. Explanations for Proxy and Absentee (Mail-in) Ballots are found on pp. 11-12. Please note that if you vote by Absentee (Mail-in) Ballot, you will return the two-page blue ballot along with p. 12 which will have your signature and other required information. A pre-addressed envelope is enclosed for your convenience. If voting Absentee, your ballot must be received by the day of our 4th Quarter General Meeting, **December 8, 2015**. You may also bring your completed ballot to the General Meeting at 7:00 pm at Willow Meadows Baptist Church's Fellowship Hall.

Whether you vote in person or by absentee, the Board urges you to attend the General Meeting to participate in deciding important issues for our community. If you have any questions, please feel free to contact any WMCC Board member. Contact information can be found in your quarterly newsletters or on our website at www.willowmeadows.org.

Most sincerely,

Board of Directors
Willow Meadows Civic Club, Inc.



**Willow Meadows Civic Club
Elections for 2016 Board of Directors
Candidate Biographies**

Candidate for President – Steven Paletz

I have just completed a term as President of the Board of Directors and am hopeful that I will get to serve as your President again in 2016. I have lived in the Willow Meadows community for three years and am married to a wonderful girl who was born and raised in Willow Meadows. I received a Bachelor's Degree in Political Science with a focus on the American Political System. I am an attorney with a focus in Real Estate and Estate Planning Law and am hoping that I have the opportunity to serve as your President once again and continue to make a positive difference in our community.

Candidate for Vice-President – Bill Cook

While not a native, I have lived in Houston since 1953. I grew up in Oak Forest and am a graduate of the University of Houston. My wife, daughter and I moved to Willow Meadows in 1981. My daughter and her family also have a home in Willow Meadows. I have previously served as president of WMCC. The majority of my career has focused on procurement and supply chain management in the international oil and gas industry; currently I provide consulting and project management services.

Candidate for Treasurer – Heather Deiss

My husband and I moved to Willow Meadows in 2007, after a year of house hunting in the neighborhood looking for "the one." I am eager to give back to the neighborhood, which has given so much to us through wonderful neighbors and community spirit. I have a BBA-Finance from Texas A&M University and am a financial analyst at Chevron. My professional experience at Chevron is in both accounting and finance for domestic and international operations. In my spare time I volunteer in the community, and hobbies include reading, cooking, and traveling.

Candidate for Secretary – Howard Lindsay

Howard Lindsay has 30 years of experience in public relations and writing, mostly in the education field. He has lived in Willow Meadows since 1980. Howard has a B.A. in English and an M.A. in Journalism. He first volunteered to edit the *Willow Meadows News* in June 2008 in response to an appeal printed in the newsletter. This year Howard took on the position of Board Secretary when long-time Board President and Secretary Emory Glover moved out of Willow Meadows and resigned.

Candidate for At-Large Position 1 – Stephen Polnaszek

Living in Houston since 1977 and residing in Willow Meadows since 1997, Stephen Polnaszek, a chemist, retired from ChevronTexaco after 25 years in R&D and technical service capacities. He served as a Society of Petroleum Engineers distinguished lecturer during 1996-97 and received the American Petroleum Institute (API) Citation for Service in 1993 and 2004. Stephen is still active in the API group on drilling fluids standards of which he was vice-chair, then chair, from 1997-2004. He brings to the service of the WMCC his problem solving, listening, teaching and writing skills, which were used, among other places, as technical editor of the professional journal Drilling and Completion Fluids. Stephen has served two terms as WMCC secretary, starting in 2002, and has been an at-large board member since then, serving as chair of the Security Committee since May 2006.

Candidate for At-Large Position 2 – Tina Myers

A native Houstonian and a Willow Meadows resident for the last four years, I work for Jones Lang LaSalle as a Facility Manager for a banking client. My qualifications include graduating *magna cum laude* from the University of Houston with a Bachelor of Science in Consumer Science and Merchandising, and winning the 2012 Operations award at JLL - Houston. I am a married mother of two: one is four-legged and furry, the other is two-legged and still waiting for his hair to grow in. As someone who is passionate about safety and security, I look forward to serving the Willow Meadows community.

Candidate for At-Large Position 3 – Cynthia Mora

I'm a native Houstonian and a graduate of Bellaire High School and the University of Houston. I currently have my own business, Gabriel de Mora Marketing and Advertising. I've been a Willow Meadows resident for over 9 years (previously lived in Bellaire). One of the first things I did after becoming a Willow Meadows resident was become an active member of the Security Committee. Security is #1 on my list of priorities for our neighborhood. I initiated a Mini Security Group program that is growing across the neighborhood. These meetings are hosted by the Security Committee and are small groups of neighbors creating a network to watch out for one another by informing and communicating with each other. I'm also chair of the Hospitality Committee which welcomes new residents to the neighborhood. I believe it's important to create a community within our neighborhood and I'm very passionate about all that affects Willow Meadows. I believe we have a great neighborhood and I hope to keep it moving in the right direction.

Candidate for At-Large Position 4 – Open

Candidate for At-Large Position 5 – Margo Barvin

Margo Barvin moved to Willow Meadows in 1989. She is a 1965 graduate of Bellaire High School and completed Baylor College of Medicine's school of nurse anesthesia in 1975. She worked at St. Luke's Hospital as a CRNA until her recent retirement after 45 years as a nurse anesthetist. Margo has served as an At-Large board member in the past and rejoined the board in 2014 to serve out the vacated At-Large Position 5. In that role, she was responsible for chairing the very successful 2014 annual picnic. Margo has also diligently served on the Security Committee for many years and sees security for Willow Meadows as a top priority for our community.

Candidate for At-Large Position 6 – Jeff Peters

We have lived in the Houston area since 1981, moving into Willow Meadows in 2001. My wife Sandi and I have raised three children (and several dogs) and are active members of Willow Meadows Baptist Church. I am a graduate of Penn State with a Bachelor of Architectural Engineering degree, and a licensed Professional Engineer where I designed several iconic buildings around Houston and was the Director of Facilities for Methodist Hospital. Currently, I am an executive with Rimkus Consulting Group, an international forensic engineering company. My wife and I have been active in WMCC for years; Sandi has been the Treasurer (2007-2009), a Board member, and is a newsletter distributor. I have been active with the Security Committee (2004 – present), Election Committee Chair (2013), Budget Committee Chair (2009, 2014), Architectural Control Committee Chair (2015), and as the At-Large Position 6 (2015).

Candidate for At-Large Position 7 – Open

Candidate for At-Large Position 8 – Erich Wolz

We bought our home in Willow Meadows in December 2004. Prior to that we lived in the City of Bellaire for almost 18 years. I'm originally from New York City, but - just like the bumper sticker says - "I came to Texas as fast as I could" (I waited until a week after Hurricane Alicia left)! I earned my Bachelor of Electrical Engineering (Computer Science minor) from the University of Delaware in 1983 and my Master of Electrical Engineering from Rice University in 1985. I have been employed with IBM Houston since August 1985, and married to Karen (a WMCC block captain for several years) since August 1986. We have 2 children (both graduated from college). We are active members of St. Vincent de Paul Catholic Church (Karen and I both sing in the choir) and I am also active with Boy Scout Troop 505.

Proposed 2016 WWMC Operating & Capital Budget

Budget Year	2015 Budget	2016 Budget
Dues Amount	\$275 dues	\$300 dues
Income		
Advertising	\$3,000	\$3,000
Annual Dues		
FY Assessments	\$194,000	\$204,000
Prior Years Assessments	\$15,000	\$9,000
Total Annual Dues	\$209,000	\$213,000
Late Fees	\$500	\$0
Transfer / Refinance fees	\$6,000	\$7,000
Interest Income	\$100	\$100
WMCC Picnic Income	\$4,000	\$4,000
Total Income	\$222,600	\$227,100
Expenses		
Accounting/Bookkeeping Services	\$15,000	\$18,000
Bank Service Charges	\$200	\$200
Community Contributions	\$1,300	\$1,300
Deed Restriction Support Services	\$7,000	\$7,000
Printing & Elections Budget	\$5,000	\$5,000
Hospitality Committee	\$1,000	\$1,000
Insurance for Board	\$4,800	\$5,000
Legal Services/Filing Fees	\$5,000	\$4,000
Mail/Postage Expense/PO Box	\$2,000	\$2,000
Maintenance & Beautification	\$10,000	\$10,000
Office Supplies	\$300	\$300
Storage Unit Rent	\$1,200	\$1,260
Taxes	\$0	\$350
Website/Technology	\$150	\$150
WMCC – Other	\$1,000	\$1,000
WMCC Community Picnic	\$4,000	\$4,000
WMCC Stickers	\$500	\$500
Total Non-Security Expenses	\$58,450	\$61,060

(Continued on next page)

Budget Year, continued	2015 Budget	2016 Budget
Dues Amount	\$275 dues	\$300 dues
Security		
Security Committee Miscellaneous	\$500	\$500
Security Insurance Costs		
Commercial Auto Insurance Security	\$6,500	\$6,100
Credit Insurance Dividend	(\$2,000)	
Security Liability Insurance	\$5,500	\$7,100
Workers Comp Insurance	\$5,500	\$3,500
Total Security Insurance Costs	\$15,500	\$16,700
Vehicle		
Patrol Car Fuel Expenses	\$11,090	\$8,130
Patrol Car, Vehicle Registration	\$220	\$220
Security Answering Service	\$710	\$710
Security Cell Phone	\$2,350	\$2,350
Vehicle Maintenance	\$5,240	\$5,040
Total Vehicle	\$19,610	\$16,450
Wages, Taxes, & Fees	\$141,587	\$132,390
Credit Rollover Security	(\$11,000)	\$0
Total Security Expenses	\$166,197	\$166,040
Total Expenses	\$224,647	\$227,100
Net Income/(Loss)	(\$2,047)	\$0

Below the Line Adjustments:

Security Wages funded by donations	(\$13,050)
Security Fund Donations Reserve	\$13,050
Net Income/(Loss) with below the line adjustments	\$0

Note

One time charge to Cash Reserves for legal fees up to \$10,000 as needed
One time charge to Cash Reserves for security vehicle as needed

**Proposed Amendments to By-Laws of
Willow Meadows Civic Club, Inc. (WMCC)**

Amendment 1: Elimination of Article III, Section 3:

SECTION 3. Pursuant to the Restrictions at Article IV.10, any Member who is a full time resident of Willow Meadows subdivision may defer the annual assessment for that year on the deferral form provided by the Board in the annual notice of assessment. Upon receipt by the Board of the deferral form from a Member, that Member will be deemed to have deferred the obligation for the year. The deferral does not eliminate the obligation to pay the annual assessment, but merely postpones payment until (1), such time as the house is sold, or (2), the deferral reason has passed and the Member chooses to make payment for the year in which the deferment is made, or (3), the Member, or surviving spouse of the Member, dies and the house passes ownership in probate trust, at which time the Association may collect all deferred annual assessments, and shall have the right to a lien on the property for the assessments that are due at such time. At no time will the Association collect interest on the deferred annual assessment. A Member may defer payment of an annual assessment for three (3) years. At the end of three (3) years, the Member must pay the annual assessment deferred.

Amendment 2: Elimination of Article III, Section 6:

SECTION 6. A penalty of 2.5% of the Annual Assessment will be levied for each month the Assessment is delinquent past the due date of notice as stated in the Annual Assessment letter.

(See ballot, p. 10, to vote on these amendments)

This Page Intentionally Left Blank

**WILLOW MEADOWS CIVIC CLUB
P.O. Box 35551
HOUSTON, TEXAS 77235
www.willowmeadows.org**

**December 2015 Ballot
Directors, Budget, Assessment Increase, and Bylaws Amendments
Voting
Willow Meadows Civic Club, Inc.**

You must be the homeowner to cast a vote (one vote per lot). See pp. 11-12 for instructions regarding submitting your completed ballot if you do not intend to bring it to the General Meeting on December 8, 2015. If voting by absentee ballot (mail-in ballot), you must return pp. 9-10, as well as p. 12 for your vote to be valid.

2016 WMCC Board of Directors

Please place a check for the candidate or write-in candidate of your choice:

<u>President</u> <input type="checkbox"/> Steven Paletz <input type="checkbox"/> _____	<u>Vice-President</u> <input type="checkbox"/> Bill Cook <input type="checkbox"/> _____
<u>Secretary</u> <input type="checkbox"/> Howard Lindsay <input type="checkbox"/> _____	<u>Treasurer</u> <input type="checkbox"/> Heather Deiss <input type="checkbox"/> _____
<u>At-Large Director, Position 1</u> <input type="checkbox"/> Stephen Polnaszek <input type="checkbox"/> _____	<u>At-Large Director, Position 2</u> <input type="checkbox"/> Tina Myers <input type="checkbox"/> _____
<u>At-Large Director, Position 3</u> <input type="checkbox"/> Cynthia Mora <input type="checkbox"/> _____	<u>At-Large Director, Position 4</u> <input type="checkbox"/> Open <input type="checkbox"/> _____
<u>At-Large Director, Position 5</u> <input type="checkbox"/> Margo Barvin <input type="checkbox"/> _____	<u>At-Large Director, Position 6</u> <input type="checkbox"/> Jeff Peters <input type="checkbox"/> _____
<u>At-Large Director, Position 7</u> <input type="checkbox"/> Open <input type="checkbox"/> _____	<u>At-Large Director, Position 8</u> <input type="checkbox"/> Erich Wolz <input type="checkbox"/> _____

(Continue voting on back of this page)

2016 WMCC Operating & Capital Budget

Please check either 'For' or 'Against':

I vote:

____For ____Against the 2016 WMCC Operating & Capital Budget.

2016 WMCC Assessment Increase

Please check either 'For' or 'Against':

I vote:

____For ____Against an increase of \$25 in the WMCC annual assessment.

2016 WMCC By-Laws Amendments

Please check either 'For' or 'Against':

I vote:

____For ____Against the elimination of Article III, Section 3 of the WMCC By-Laws

____For ____Against the elimination of Article III, Section 6 of the WMCC By-Laws

**See next pages for explanation and instructions regarding
submission of
PROXY and Absentee (Mail-in) Ballots**

WILLOW MEADOW CIVIC CLUB, INC.
2015 ANNUAL MEETING OF THE MEMBERS
OFFICIAL PROXY/ABSENTEE BALLOT

The Annual Meeting of the Members of Willow Meadow Civic Club, Inc., will be held on **December 8, 2015 at 7:00 pm** at the **Willow Meadows Baptist Church Fellowship Hall**. 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 via mail, fax or email. You may also give your Proxy/Absentee Ballot to another Member to take and turn in at the Annual Meeting.

Mail or delivery: PO Box 35551, Houston, TX 77235

Fax: 713-589-9681

Email: secretary@willowmeadows.org

You have the following choices:

- 1. Attend Meeting.** Attendance of a quorum, defined as 82 members represented in person or by proxy or absentee ballot, is required to call the meeting to order. Each amendment to the By-Laws requires the approval of two-thirds of the votes cast in person or by proxy or absentee ballot.
- 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 box below, SIGN and return it by mail, fax, or email as described above.

PROXY

KNOW ALL MEN BY THESE PRESENTS, that the undersigned owner(s) of property in Willow Meadows 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 on other side)

ABSENTEE BALLOT (Mail-in 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

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

Owner's Signature: _____

Printed Name: _____

Date: _____

Property Address: _____

(Proxy ballot on other side)