

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

Ballot to Elect 2017 Board of Directors
Ballot to Approve 2017 Budget

October 31, 2016

Dear Willow Meadows Homeowner:

Enclosed are materials provided to facilitate your voting on two Willow Meadows Civic Club items for 2017. This year's election involves voting for the Board of Directors and approval of the 2017 operating & capital budget. A blue double-sided ballot with space for **mandatory signature** is provided.

The first part of this year's ballot is the election of the **2017 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. Please include a contact phone number for any write-in candidate. **For the position of President**, the Board of Directors recommends writing in **Laura Mitzner**, contact # 713-589-9849.

The second part of the ballot is approval of the **WMCC 2017 Operating & Capital Budget**. The proposed budget is shown in the enclosed pages; the 2016 budget is also included for your reference.

The two-page ballot is found on pp. 7-8. Instructions regarding Proxy and Absentee (Mail-in) Ballots are found on p. 9. Please note that if you vote by Absentee (Mail-in) Ballot, you will return the two-page blue ballot that must also have **signature** and other required information. A pre-addressed envelope is enclosed for your convenience. If voting by Absentee (Mail-in), your ballot must be received by the day of our 4th Quarter General Meeting, **December 13, 2016**. 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 ballot, 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 2017 Board of Directors
Candidate Biographies**

Candidate for President – Open

Candidate for Vice-President – Steven Paletz

I have just completed my second term as President of the Board of Directors and I hope to continue to serve you as your Vice-President in 2017. I have lived in the Willow Meadows community for four 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 and received my law degree from the University of Houston Law Center. 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 Vice President for 2017.

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 the petroleum industry after 25 years in R&D and technical service capacities. Stephen served as a Society of Petroleum Engineers distinguished lecturer during 1996-97, received the American Petroleum Institute (API) Citation for Service in 1993 and 2004 for his work in and leadership of the API group on drilling fluids standards, was technical editor of the journal Drilling and Completion Fluids, and was inducted into the American Association of Drilling Engineers Fluids Hall of Fame in 2016. Stephen brings to the service of the WMCC his problem solving, listening, teaching, and writing skills, which have been useful in his work on the WMCC board since 2002, serving as chair of the Security Committee since May 2006. Lately, involvement and leadership in several other local advocacy and service organizations has provided Stephen with an enhanced network of neighborhood and government leaders that should enhance his perspective and level of service that can be provided to Willow Meadows.

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 – Seng Toh

Hello, my name is Seng-kian TOH. I volunteered as an at-large board member 3 months ago and wish to continue volunteering with this role for next year. I worked as a petroleum engineer, and my wife Monique is a high school English teacher. Our son plays football at Bellaire High School and daughter plays volleyball at Pershing Middle School. We also have an exceedingly friendly golden retriever named Samson. This is our second time living in Willow Meadows. We moved 10 years ago because of my work and moved back to our lovely neighborhood early this year. We are glad to see the neighborhood is as quaint as ever, and the upgraded Willow Park is so lively with family activities. We enjoy the neighborhood as all our neighbors do, and I would like to continue to do my part as a Willow Meadows at-large board member.

Candidate for At-Large, Position 5 – 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 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 - present), and as the At-Large Position 6 (2015 - present).

Candidate for At-Large Position 7 – Manju Mani

My family and I are excited to be a part of the Willow Meadows community. We have lived down the street from the neighborhood for years and fell in love with it since then. I have my Doctorate in Anesthesia and work for a large hospital system in the medical center. I have been married to my amazing wife for over 7 years, and we are the proud parents of a beautiful 3-year-old daughter with special needs. We are active members in our community and church. I have served as a board member, treasurer, secretary and president of my previous HOA. I believe in leaving the world a better place than I found it and look forward to serving and being a part of this community for years to come.

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 2017 WWMC Operating & Capital Budget

Budget Year	2016 Budget	2017 Budget
Dues Amount	\$300 dues	\$300 dues
Income		
Advertising	\$3,000	\$3,000
Annual Dues		
FY Assessments	\$204,000	\$204,000
Prior Years Assessments	\$9,000	\$9,000
Total Annual Dues	\$213,000	\$213,000
Transfer / Refinance fees	\$7,000	\$7,000
Interest Income	\$100	\$100
WMCC Picnic Income	\$4,000	\$4,000
Total Income	\$227,100	\$227,100
Expenses		
Accounting/Bookkeeping Services	\$18,000	\$14,000
Bank Service Charges	\$200	\$200
Community Contributions	\$1,300	\$1,300
Deed Restriction Support Services	\$7,000	\$500
Printing & Elections Budget	\$5,000	\$5,000
Hospitality Committee	\$1,000	\$500
Insurance for Board	\$5,000	\$5,500
Legal Services/Filing Fees	\$4,000	\$4,000
Mail/Postage Expense/PO Box	\$2,000	\$2,500
Maintenance & Beautification	\$10,000	\$22,000
Office Supplies	\$300	\$300
Storage Unit Rent	\$1,260	\$1,260
Taxes	\$350	\$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	\$61,060	\$63,060

(Continued on next page)

Budget Year, continued	2016 Budget	2017 Budget
Dues Amount	\$300 dues	\$300 dues
Security		
Security Committee Miscellaneous	\$500	\$300
Security Insurance Costs		
Commercial Auto Insurance Security	\$6,100	\$6,100
Security Liability Insurance	\$7,100	\$8,090
Workers Comp Insurance	\$3,500	\$3,000
Total Security Insurance Costs	\$16,700	\$17,190
Vehicle		
Patrol Car Fuel Expenses	\$8,130	\$7,500
Patrol Car, Vehicle Registration	\$220	\$238
Security Answering Service	\$710	\$708
Security Cell Phone	\$2,350	\$2,350
Vehicle Maintenance	\$5,040	\$4,340
Total Vehicle	\$16,450	\$15,136
Wages, Taxes, & Fees	\$132,390	\$131,414
Total Security Expenses	\$166,040	\$164,040
Total Expenses	\$227,100	\$227,100
Net Income/(Loss)	\$0	\$0

Below the Line Adjustments:

Security Wages funded by donations	(\$13,050)	(\$24,461)
Security Fund Donations Reserve	\$13,050	\$24,461
Net Income/(Loss) with below the line adjustments	\$0	\$0

Note

- One time charge to Cash Reserves for esplanade/panhandling improvements up to \$50,000
- One time charge to Cash Reserves for legal fees up to \$25,000 as needed for deed restriction violations, revisions, etc.
- One time charge to Cash Reserves for additional maintenance and beautification up to \$8,000 as needed

WILLOW MEADOWS CIVIC CLUB
P.O. Box 35551
HOUSTON, TEXAS 77235
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December 2016 Ballot
Directors, Budget Voting
Willow Meadows Civic Club, Inc.

You must be the homeowner to cast a vote (one vote per lot). See p. 9 for instructions regarding submitting completed ballot if you do not intend to bring it to the General Meeting on December 13, 2016. If voting by absentee ballot (mail-in ballot), you must return this **signed blue sheet** for your vote to be valid.

2017 WMCC Board of Directors

Place a check for the candidate **or** write-in candidate of your choice. Please provide contact information for any write-in candidate.

<u>President: Open</u> _____ (Contact #):	<u>Vice-President</u> _____ Steven Paletz _____ (Contact #):
<u>Secretary</u> _____ Howard Lindsay _____ (Contact #):	<u>Treasurer</u> _____ Heather Deiss _____ (Contact #):
<u>At-Large Director, Position 1</u> _____ Stephen Polnaszek _____ (Contact #):	<u>At-Large Director, Position 2</u> _____ Tina Myers _____ (Contact #):
<u>At-Large Director, Position 3</u> _____ Cynthia Mora _____ (Contact #):	<u>At-Large Director, Position 4</u> _____ Seng Toh _____ (Contact #):
<u>At-Large Director, Position 5</u> _____ Bill Cook _____ (Contact #):	<u>At-Large Director, Position 6</u> _____ Jeff Peters _____ (Contact #):
<u>At-Large Director, Position 7</u> _____ Manju Mani _____ (Contact #):	<u>At-Large Director, Position 8</u> _____ Erich Wolz _____ (Contact #):

Continue voting on back of this page

2017 WMCC Operating & Capital Budget

Please check either 'For' or 'Against':

I vote:

____ For ____ Against the 2017 WMCC Operating & Capital Budget.

ABSENTEE BALLOT (Mail-in 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

“.....Every proxy and ballot shall be revocable and shall automatically cease upon conveyance by the Member of his/her lot.”
By-Laws of Willow Meadows Civic Club, Inc., Article V, Section 4

In order for your Absentee Ballot to be valid, you MUST SIGN and PROVIDE ADDRESS where indicated below:

Owner's Signature: _____

Printed Name: _____

Date: _____

Property Address: _____

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

WILLOW MEADOW CIVIC CLUB, INC.
2016 ANNUAL MEETING OF THE MEMBERS

INSTRUCTIONS FOR PROXY and ABSENTEE (MAIL-IN) BALLOTS

The Annual Meeting of the Members of Willow Meadow Civic Club, Inc., will be held on **December 13, 2016 at 7:00 pm** at the **Willow Meadows Baptist Church Fellowship Hall**. If you plan to attend the meeting, you may either mail your Proxy or Absentee Ballot or submit one or the other at the meeting. If you will NOT be attending the meeting, it is VERY IMPORTANT for you to complete a Proxy or an Absentee Ballot and return it via mail or email. You may also give your Proxy or Absentee Ballot to another Member to take and turn in at the Annual Meeting.

You have the following choices:

- 1. Attend the 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.
- 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. If voting by Proxy, complete the Proxy form provided on the reverse side of this page.
- 3. Absentee Ballot.** SIGN and return blue ballot sheet by mail or email as described above.

Mail: PO Box 35551, Houston, TX 77235

Email: secretary@willowmeadows.org

See next page for PROXY form

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.

In order for your Proxy Ballot to be valid, you MUST SIGN and PROVIDE ADDRESS where indicated below:

Owner's Signature: _____

Printed Name: _____

Date: _____

Property Address: _____