

## **WILCHESTER OWNERS COMMITTEE**

### **Notice of Annual Meeting Scheduled for Tuesday, March 31, 2020, 7:30PM**

Dear Wilchester Homeowner:

The annual meeting of the members of the Wilchester homeowners association (Wilchester Owners Committee or WOC) is scheduled for Tuesday, March 31, 2020 at 7:30pm at the Wilchester Elementary School cafeteria, located at 13618 St. Mary's Lane, where the following matters will be discussed;

#### **Welcome and Call to Order, Board Introductions**

**Area Briefing** - District G Councilmember Greg Travis

**Security Briefing** - Sgt. Theo Knatte, Harris County Constable's Office, Precinct 5, Patrol Division

**VF Waste Services** (last year's details on household/yard waste, heavy trash & recycling still applies...review on Wilchester.org)

#### **Maintenance update on Memorial brick wall, 6 Wilchester signs as well as our Wilcrest Esplanade Beautification Project**

Phase 1 (removals) in 21 medians was completed back in late Dec/early Jan. Design plans for phase 2 (Fall 2020 installation) will be on display for resident's review at this meeting. NOTE: WOC will be investing in a number of mature oak trees in some of our medians thus we will be buying in bulk to receive a volume discount. We are planning to extend our discounted tree prices to homeowners who wish to take advantage of this pricing for their own personal lots at their own personal costs for Fall 2020 front yard tree installations. Details to come.

**Wilchester Club** update on park, pool, tennis courts

#### **Minutes of 2019 Annual Meeting**

#### **Approval of 2019 Financial Statements and 2020 Budget**

Copies of the following documents will be available at the meeting: 1) the proposed budget for 2020, 2) the operation statements for the year ended 2019 and 3) the balance sheet as of December 31, 2019. Note; we will be discussing our neighborhood's **receivables** at the annual meeting. Now is an excellent time to be sure your account is current with our bookkeeper (email is [wilchesterhoa@gmail.com](mailto:wilchesterhoa@gmail.com) or call 713-253-2539.)

#### **Declaration of Deed Restrictions and Architectural Control Guidelines**

The deed restrictions and the architectural control guidelines are on our website at wilchester.org. Please refer to them as you do major maintenance or modifications to your property. You are reminded that garage sales/estate sales of any kind are not permitted and any exterior changes to your property must be approved in accordance with the Architecture Control Guidelines (please note this includes removing mature trees.) Now that spring has arrived, it is a good time to do a self-inspection of your property to see if there is peeling paint or other maintenance that may be required.

- 1) The Board will consider and vote on adopting Amended and Restated Guidelines Relating to Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags, Religious Items,

Drought-Resistant Landscaping and Water Conserving Natural Turf, and Standby Electric Generators. These statutory guidelines are an addendum to our ACC guidelines document. Copies of these updated "statutory guidelines" will be available at the 3/31 meeting. If you'd like an advance copy please e-mail [MockTX@Comcast.net](mailto:MockTX@Comcast.net) and call 713-302-3248 to verify receipt of your requested e-mail.

- 2) The Board will consider and vote on referring owners who are delinquent in the payment of assessments or other charges to the Association over to the attorney to collect such past due amounts through lawsuit and foreclosure if necessary.
- 3) The Board will consider and vote on levying fines on owners who have violated or are violating the Association's governing documents.

### **Election of Trustees & Appointment to Committee(s)**

We will have 4 WOC board members (Mock, Hill, Osterhaus, Stegent) up for re-election. In addition we have an ACC position open to fill. This ACC position does require monthly meetings and knowledge of reading construction documents, etc. Please read ACC job description below. **Homeowners interested in volunteering for a Trustee or Committee position should notify the undersigned in advance of the annual meeting**, then attend the meeting and request that another attendee place his or her name in nomination from the floor. Please also keep in mind, we are always open to nominees for supplemental committee positions as well; brick wall, security audit & N Wilcrest designation are 3 new committees for anyone who would like to get involved.

#### **ACC Job Description:**

##### **-Drawing Review for Determination of Compliance with published ACC Guidelines**

**Review architectural drawings of proposed home modifications that affect the exterior**

**Review new build architectural drawings**

**Review layouts on site surveys, looking at setbacks, dimensions and tree information**

**Meet monthly if necessary with other 2 members of ACC**

##### **-Tracking of applications, payments, review status & coordinate inspections**

**Google Sheet activity, Drop Box activity**

**Prompt communication with fellow ACC members, homeowners, bookkeeper, inspector & WOC**

##### **-Where necessary, work with Homeowners and WOC to come up with compliant solution(s)**

##### **-Periodic Neighborhood Drives to Check for Activity not Recorded**

**It is also important to note to any prospective ACC member that the ACC does not have the authority to grant variances from the guidelines (or deed restrictions). ACC is only able to approve based on evidence of compliance; otherwise must reject application.**

*A proxy has been enclosed for any member who is not able to attend the annual meeting.*

Sincerely,

Jennifer N Mock, [MockTX@Comcast.net](mailto:MockTX@Comcast.net), President – Board of Trustees, **Wilchester Owners Committee**

**If you cannot attend the meeting please immediately complete the Proxy and return it to Wilchester Owners Committee, P.O. Box 19418, Houston, Texas, 77224-9418 so that it is received on or before 5:00 p.m. on March 30, 2020.**

**PROXY FOR THE ANNUAL MEETING OF MEMBERS OF WILCHESTER OWNERS COMMITTEE**

The undersigned, being one or more of the owners of the property described below, acting in accordance with the wishes of all of the owners of said property do hereby appoint \_\_\_\_\_ (or if no individual is designated, then Jennifer Mock, a Trustee of the Committee) as my/our proxy, with full power to vote on my/our behalf as if I/we were present and voting on all matters properly brought before the members of the Committee at the Annual Meeting to be held on March 31, 2020 or any adjournments thereof and, in particular, to vote on those matters set forth in the Notice of the Meeting as follows:

I/We authorize my/our proxy to substitute any other person to act under this Proxy, to revoke any substitution, and to file this Proxy and any substitution or revocation with Committee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature or signatures

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

\_\_\_\_\_  
Print Name(s)