

8/21/2020

NOTICE TO MEMBERS OF WOODRIDGE ESTATES 2020 ANNUAL MEETING

Allow me to introduce myself. My name is Melissa Gentry and I am the owner of Hill Country Homeowners Association Management (referred to as Association). The Board of Directors for WoodRidge Estates has hired Hill Country Homeowners Association Management for professional management of your upcoming annual meeting election. We are delighted to help assist you with any questions or concerns you may have. Our company operates with a "team" approach and any one of our staff team members can be reached by calling (800) 998-6721, visiting our website www.hillcountryhomeowners.com or via email at contactus@hillcountryhomeowners.com.

Notice is hereby given that the Annual Meeting of the WoodRidge Estates Property Owners Association will be held on Tuesday September 22, 2020, at 7:00 p.m. Due to federal and local health and safety guidelines the annual meeting will be held online via gotowebinar. You will use this link to register for the meeting: <https://attendee.gotowebinar.com/register/2439824407560136460>.; This link will also be emailed to all owners. You may call into the meeting with number (415) 655-0060. Code: 947-080-838. This registration will serve as the determination of quorum along with any absentee and electronic ballots cast. Voting for the Architectural Control Committee will be held prior to the meeting by either the attached absentee ballot or electronic ballot. Absentee ballots may be scanned and emailed to the address listed on the ballot instructions. Electronic ballots will be emailed to all owners with a valid email address. To ensure the integrity of the election each lot will have a unique link emailed directly to them and will only allow for votes to be cast once. To allow for the counting of both electronic and absentee ballots the voting deadline will be September 18, 2020 at 5:00 p.m. Ballots must be received by the deadline to be counted. The outcome of the election will be announced at the annual meeting.

Annual Meeting Agenda:

1. Call to Order
2. Determination of Quorum
3. Approval of Previous Meeting Minutes
4. Introduction of Board of Directors
 1. Waylan Owens – President
 2. Beth Welch – Secretary
 3. Jane Barrett - Treasurer
5. Announcement of Election Results
6. Committee Reports
 1. Welcome Chairman – Dawn Woods
 2. Beautification Chairman – Laurie Heczko
 3. Architectural Control Chairman – Chris Anger
7. Treasurer's Financial Report
8. Property Owners Forum – Please submit questions in advance.
 1. Association document and Texas property code conflicts - Linda & Wally Kinney
9. Adjourn

WoodRidge Estates Open Forum Procedures

For all WoodRidge meetings and in an effort to inform members about significant issues so they can better prepare to participate in discussions and votes about POA issues, the board is implementing the following procedures, effective immediately.

For all subjects on the agenda and for any subject to be addressed during the open forum that are of legal, administrative, regulatory, technical, etc nature, the presenter must provide appropriate information in writing to the board a minimum of fourteen (14) days prior to the meeting. The board will examine the information for completeness. If information provided is satisfactory, the board will send out the information to all members prior to the meeting and may ask the presenter to provide hard copies for the meeting.

If the information provided is insufficient, the board will contact the presenter and ask for clarification documentation. The clarification must be provided back to the board a minimum of seven (7) days prior to the meeting. The cutoff date for proper information to be provided to the board is six p.m. four (4) days before the meeting.

If the proper information is not provided in sufficient time, the subject will not be addressed during the meeting.

3 minutes per item, as set in Sept 16, 2018 Annual Meeting.

ABSENTEE BALLOT

I. Election of Architectural Control Members

There will be three vacancies on the Architectural Control Committee for a one year term. You may vote for no more than three individuals. A ballot voting for more than three individuals will be disallowed. The candidates receiving the highest number of votes shall be elected.

Martin Watson

Chris Anger

Greg Schwierking

Homeowner Name: _____

Address: LOT # # _____

Signature: _____ Date: _____

VOTING INSTRUCTIONS

Effective September 1, 2011, voting rights of owners in property owners associations may be cast or given: (1) By absentee ballot; or, (2) By electronic ballot.

To vote by absentee or electronic ballot, please fill out the attached Ballot and mail, fax or e-mail it to the Association Manager, (fax 210-787-4133), e-mail contactus@hillcountryproperty.com). For absentee and electronic voting, only the officially promulgated forms may be used. If you chose to vote absentee, mail or deliver it to the Association at 11844 Bandera Rd., # 466, Helotes, TX 78023, making sure that you do so far enough in advance of the meeting to cause it to be received before September 18, 2020 at 5:00 p.m. If you chose to vote electronically, please use the unique link that will be mailed to your email on record and it be received before September 18, 2020 at 5:00 p.m. If you own more than one lot, you will receive a unique link for each lot. Please note that you will receive a receipt of the electronic transmission and receipt of your ballot if you vote electronically.

Please note that there are no proposals to vote on at this meeting, but if there was.....

By casting your vote via absentee or electronic 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 votes 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/electronic ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail. Failure to follow these instructions will render your vote invalid.