



September 26, 2023

Notice of Annual Meeting of the Homeowners, October 21, 2023, 11 a.m. – 12 noon

Waterwood Townhomes Homeowners:

On September 26, 2023, in accordance with section 6.2 of the Bylaws, the board voted to adopt the budget that is attached for 2024. We will hold our annual meeting of the Homeowners on **October 21, 11 a.m. – 12 noon at Holiday Inn Express**, 1203 University Drive E, College Station, TX 77840 to elect board members and ratify the 2024 budget. If you are unable to attend, you may use the attached proxy to name another person to vote on your behalf. Instructions for submitting the proxy are outlined on the proxy form.

No increase in dues is proposed in the 2024 Budget.

We will be broadcasting the meeting via Zoom; however, virtual voting is not allowed (voting is only allowed in-person or via proxy) and participants will be muted. If you would like the Zoom link, email Equity at hoa@equitybcs.com and they will provide the link to you.

If you are interested in serving on the board, please fill out the attached form. We recommend reading the Waterwood Townhomes Homeowners Association documents, especially the Bylaws, to better understand the responsibilities of the board and terms of the board members. For your convenience a copy of the Waterwood Townhomes documents can be found at waterwoodtownhomes.net.

The meeting agenda is attached. Questions or concerns may be submitted to the board prior to the meeting at wwhoaboard.cs@gmail.com.

Sincerely,

Board of Directors, Waterwood Townhomes,
A Condominium Homeowners Association, Inc.
LeAnn Davis, President and Treasurer, Lynn Cagle, Secretary, and Anna Berry



Equity Real Estate & Company | 110 Navarro Drive, Suite 200, College Station, TX 77845
hoa@equitybcs.com | (979) 696-4464



PROXY FORM

I (we) _____ being a Member of the Waterwood Townhomes Homeowners Association with _____ vote(s) (one vote per unit owned) do not plan on attending the October 21, 2023 Annual Meeting of the Waterwood Townhomes HOA and hereby appoint the following to vote on my (our) behalf:

Note: All assigned proxies for members in good standing; the designated representative must be present to cast the proxy vote. If you decide to attend the meeting your proxy will be returned to you at the meeting.

If you can't make the meeting, please give your proxy vote to a Current Board member to vote on your behalf.

Please mark the person to whom you are granting your proxy.

▣ **Lynn Cagle or** ▣ **LeAnn Davis or** ▣ **Anna Berry or**

Your designated representative attending the meeting _____.

By granting this proxy, I/we hereby agree to allow the person listed above to cast all votes on my/our behalf. I understand that the person listed above must vote by paper ballot.

Printed Name of Member Granting Proxy

Waterwood Unit number(s)

Signature of Member Granting Proxy

Date

Mailing address of Member Granting Proxy

City, State & Zip Code

Email address of Member Granting Proxy

Phone # of Member Granting Proxy

This proxy power is valid only for issues to be voted upon at the **October 21, 2023** Annual Meeting of the Waterwood Townhomes HOA. These issues include the vote to ratify the 2024 Budget and to vote on members of the board. Your proxy must be received by **5:00 pm on Friday, October 20, 2023**. Please send in your proxy, even if you plan to attend the meeting. If you attend in person, your proxy will be returned to you at the meeting. You may send your proxy via email to **hoa@equitybcs.com**, **Fax (979) 696-0234**, **mail or drop it off at the office of Equity Real Estate, 110 Navarro Dr., Suite 200, College Station, TX 77845**.



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I am interested in serving on the Waterwood Townhomes Homeowners Association Board of Directors.

Name: _____ **WW Unit #(s)** _____

Phone #: _____

Email: _____

Please return to: **Equity Real Estate at hoa@equitybcs.com, fax 979-696-0234, or 110 Navarro Dr., Suite 200, College Station, TX 77845.**

HOA BOARD OF DIRECTORS CANDIDATE PROFILE

Biography: Tell us about yourself:

Experience:

Vision for the Waterwood Community:



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Agenda

Annual Meeting of the Homeowners Association

October 21, 2023, 11:00 a.m.

Holiday Inn Express, 1203 University Drive E, College Station, TX 77840

- I. Establish Quorum**
- II. Call to Order**
 - a. Attendees
- III. Proof of Notice of Meeting**
- IV. Treasurer's Report**
 - a. Adoption of 2024 Budget
- V. Election of Directors**
- VI. Open Forum**
- VII. Adjournment**



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2024 BUDGET

INCOME	
HOMEOWNER'S DUES	\$418,200.00
PRE-PAID DUES	\$0.00
LATE FEES	\$1,500.00
OTHER INCOME	
REMOTE SALES	\$0.00
OWNER CHARGES / FINES	\$0.00
CAPITAL CONTRIBUTIONS/TITLE CO (\$410 per unit sold)	\$2,870.00
2024 BUDGETED INCOME	\$422,570.00
EXPENSES	
Security-gates, security system, technology	\$2,000.00
Security / Patrol Services	\$4,000.00
Maintenance - Labor	\$4,000.00
Maintenance - Material	\$2,000.00
Electrician	\$1,000.00
Extermination- Termite inspection/treatment	\$2,000.00
Insurance (\$87.64 per unit per month)	\$178,794.00
Landscape Contract	\$42,000.00
Tree Trimming	\$2,000.00
Landscape Improvements	\$6,000.00
Management	\$20,400.00
Utilities	\$24,000.00
Pool - Repairs	\$2,000.00
Pool - Materials, chemicals	\$2,000.00
Pool - Labor (scheduled cleaning)	\$7,000.00
Accounting (tax prep / audit)	\$3,500.00
Fence - Repairs	\$2,700.00
Pond Maintenance	\$2,000.00
Misc. Expense (unbudgeted expenses)	\$2,000.00
Sprinkler System	\$3,000.00
Heavy Trash Removal (bulk trash haul off)	\$2,500.00
Grounds & Bathroom Cleaning, dog stations	\$1,300.00
Telephone (cellular for security cameras)	\$2,100.00
Website	\$250.00
Postage	\$350.00
Legal	\$1,300.00
Total Operating Expenses	\$320,194.00
2024 Reserve Account funding (\$8,529.17 monthly)	\$102,350.04
Total 2024 Budgeted Expenses with Reserve funding	\$422,544.04

