



October 17, 2025

**Notice of Annual Meeting of the Homeowners, November 8, 2025, 11 a.m.**

Waterwood Townhomes Homeowners:

The HOA Board Members approved the 2026 Waterwood Townhome budget. On October 11, 2025, in accordance with section 6.2 of the Bylaws.

We will hold our annual meeting of the Homeowners on **November 8, 11 a.m. at Holiday Inn Express, 1203 University Drive E, College Station, TX 77840** to elect board members and ratify the 2026 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.

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](mailto: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](http://waterwoodtownhomes.net).

The meeting agenda is attached. Questions or concerns may be submitted to the board prior to the meeting at [hoaboard@waterwoodtownhomes.net](mailto:hoaboard@waterwoodtownhomes.net).

Sincerely,

Board of Directors, Waterwood Townhomes,  
A Condominium Homeowners Association, Inc.  
Kathy G. Baca, Chairman, Lynn Cagle, Secretary, Doug Wittrup, Treasurer, and Anna Berry, Member





## **Property Highlights**

- To keep property values consistent or increasing, the HOA BOD has been focused on performing regular maintenance, strategic updates to key areas with high returns on investment. The goal is to enhance the property's overall appeal, functionality, and longevity. A well-managed HOA maintains long-term financial stability and property values.
- Increased monitoring of pool area through camera system which resulted in catching offenders and getting financial restitution for damages.
- Working with local authorities to ensure the complex is safe.
- Pond meets environmental requirements and reflects a beautiful blue color.

## **Major Pending Expenditures:**

### **Property Improvement/Expenditures in 2025:**

- Lawsuit against HOA went to Bench Trial and the lawsuit was dismissed. This cost the HOA **\$ 88,000.**
- The Board has approved new Property Insurance coverage at a better rate and coverage for the complex.
- Mulch and shrubs have been added to the complex and landscape will continue to be a focus of improvement for the upcoming year.
- New entry keypad was replaced on Central Parkway due to vandalism
- Pedestrian Gates received new hardware and repairs.
- The complex wood fencing has been replaced in areas that were broken or rotten and will continue to be replaced in the upcoming year.
- Extensive sprinkler system repairs have been completed. This may be an ongoing issue as the sprinkler system is 20 years old, and the PVC system will require age-related repairs.
- Drainage/Standing water remediation was made at Bldg. 12 and Bldg. 8 in 2024.
- Cameras in the entire complex including both entrances have been upgraded. Cameras have been added to the complex to assist with safety. The upgrade included adding an AC to the camera room to preserve the equipment.
- Complex Pond has been environmentally cleaned with an organism which saved the HOA funds. The pond was to the point of needing to be dug out and cleaned which was very expensive.
- Re-negotiated contracts and signed new contracts which is saving the HOA funds.
  - Pool/Jacuzzi Maintenance
  - Pond Maintenance
  - Landscaping
  - Cleaning of pool restrooms, grounds, and dumpsters
  - Security Camera Maintenance
  - Insurance Agreement
  - Basketball court had a timer installed to save funding on wasted electricity
  - 911 Emergency Phone was installed in the pool area due to City of College Station ordinance.





### **Deferred Projects (that we haven't had funding to do):**

- Broken curbs throughout property; However, it has been approved to be completed in 2026.
- Repaint faded parking lot lines and numbers; However, it has been approved to be completed in 2026.
- Semi-annual tree trimming; However, it has been approved to be completed in 2026.
- Repair drainage/standing water issues between some buildings

As stewards of your money and your property, the Board of Directors has a responsibility to follow the laws governing HOAs as required by the State of Texas. As volunteers on the Board, **we strive to manage all resources wisely** and in a fiscally responsible manner. Equity Real Estate & Company | 110 Navarro Drive, Suite 200, College Station, TX 77845:

### **Need Your Help As a Homeowner:**

- Cut the grass in your backyards
- Trim trees that are in your backyards
- Pick up after your pets
- Park in designated parking spots
- Inform your tenants of HOA rules
- We want to hear your suggestions and ideas. **Please email to [hoa@equitybcs.com](mailto:hoa@equitybcs.com)**





## Proxy Options

If you wish to vote in the election, you have **three options**. Members must be current on their assessments to vote.

- **Option 1: Proxy (Attached)**. Assign your proxy to Kathy Baca Chairperson, Waterwood Homeowner Association, or your designated representative by completing and submitting only the included proxy form.
- **Option 2: Attend the annual meeting in person and submit an official paper ballot**. Even if you plan to attend the meeting, please send in your proxy in case you are unable to make it. If you attend, we will return your proxy.
- **Option 3: Fill out and return the proxy google form that was emailed to you.**
- **Option 4: See the link to voting online through Dropbox sign. (just like docu sign)**

**DEADLINE:** Your official proxy form must be submitted either at the annual meeting or to the office of Equity Real Estate & Company, 110 Navarro Suite 200 College Station, TX 77845 **by Friday, November 7, 2025.**

The **WWHOA** Condominium Declaration requires that Unit Ownership shall entitle the Owner(s) to cast one (1) vote per Unit in the affairs of the Association. **Voting shall not be split among co-owners of a Unit. Each unit in good standing equals 1 vote.**

- **The Homeowner Association Board of Directors is requesting ... Please make sure you send in your completed proxy, 51% is required to hold the meeting.**

**Make sure the proxy is completed and signed!**





**WATERWOOD TOWNHOME HOMEOWNER ASSOCIATION PROXY FORM 2025**

I (we) \_\_\_\_\_ being a Member of the Waterwood Association with \_\_\_\_\_ **vote(s) (one vote per unit owned)** do not plan on attending the **November 8, 2025**, Annual Meeting of the WWHOA and hereby appoint the following to vote on my (our) behalf:

*Note: In order to transact business at the annual meeting, we must have a quorum of 51% of eligible members... All assigned proxies for members in good standing will count toward the quorum; 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.*

Check box 1 or box 2 **but not both**. If you check box 2, please print the name of the person to whom you are granting your proxy.

1.  **Kathy Baca** Number of Votes \_\_\_\_\_ For Chairperson, Waterwood HOA

**OR**

2.  \_\_\_\_\_ 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**

**WW#** \_\_\_\_\_  
**Unit address 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 **2025 Annual Meeting** of the WWHOA. These issues include the election of 3 members to the WWHOA Board of Directors.

**Your proxy must be received by 5:00 pm on Friday, November 7, 2025.** 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** [hoa@equitybcs.com](mailto:hoa@equitybcs.com), Fax (979) 696-0234, Mail or drop it off at the office of Equity Real Estate & Company, 110 Navarro Suite 200 College Station, TX 77845.





**WATERWOOD TOWNHOME HOMEOWNER ASSOCIATION**

Equity Real Estate & Company

110 Navarro Suite 200

College Station, Texas 77845

Phone: 979-696-4464 \*\*\* FAX: 979-696-0234

Email: [hoa@equitybcs.com](mailto:hoa@equitybcs.com) \* Web-site [www.equitybcs.com](http://www.equitybcs.com)

Fox Run Website [www.waterwoodtownhomes.net](http://www.waterwoodtownhomes.net)

**I am interested in serving on the Waterwood Townhome Association Board of Directors.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #'s: \_\_\_\_\_

**Please mail to: Equity Real Estate & Company**

**Fax to: 979-696-0234**

**Email to: [hoa@equitybcs.com](mailto:hoa@equitybcs.com)**

**HOA BOARD OF DIRECTORS CANDIDATE PROFILE**

**Biography: Tell us about yourself:**

**Experience:**

**Vision for the Waterwood Community:**





## **Agenda**

### **Annual Meeting of the Homeowners Association**

**November 8, 2025, 11:00 a.m.**

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

- I.** Establish Quorum
- II.** Call to Order
- III.** Attendees
- IV.** Improvement's made in 2025
- V.** Complex Insurance
- VI.** 2026 Budget
- VII.** Approved Projects and Assessments for 2026
- VIII.** Election of Directors
- IX.** Adjournment



WATERWOOD TOWNHOMES HOA -- 2026 Budget		
<b>INCOME</b>	<b>2026 BUDGET</b>	
Homeowners Dues	418,200.00	
Late Fees	1,500.00	
Pre-Paid Dues	-	
<b>OTHER INCOME</b>		
Gate Remote Sales	-	
Owners/Charges Fines	-	
Other Income	-	
Capital Contributions @\$410 per unit sold	2,870.00	
<b>2024 BUDGETED INCOME</b>	<b>422,570.00</b>	\$35,214.17
<b>EXPENSE</b>	Annual	Avg Monthly
Security-gates, security system, technology	2,000.00	\$166.67
Security / Patrol Services	1,000.00	\$83.33
Signage/Advertising	250	\$20.83
Tree Trimming	4,000.00	\$333.33
Maintenance - Labor	2,500.00	\$208.33
Maintenance - Material	6,000.00	\$500.00
Electrician	2,000.00	\$166.67
Extermination- Termite inspection/treatment	1,000.00	\$83.33
Landscape Contract	46,000.00	\$3,833.33
Landscape Improvements	3,000.00	\$250.00
Insurance (\$87.64 per unit per month)	200,000.00	\$16,666.67
Grounds & Bathroom Cleaning, dog stations	3,000.00	\$250.00
Heavy (bulk) Trash Removal	1,000.00	\$83.33
Utilities	30,000.00	\$2,500.00
Roofing	500	\$41.67
Pool/Hot tub - Materials, chemicals,labor	4,000.00	\$333.33
Pool - Labor (scheduled maintenance)	4,000.00	\$333.33
Pool - Repairs	3,000.00	\$250.00
Legal	1,300.00	\$108.33
Accounting (taxes, audit)	4,500.00	\$375.00
Telephone - cell for security system	1,000.00	\$83.33
Pond Maintenance	6,000.00	\$500.00
Fence - Repairs	2,500.00	\$208.33
Website	250	\$20.83
Administration/Office	500	\$41.67
Sprinkler System	6,000.00	\$500.00
Postage/meeting rental/misc office exp	200	\$16.67
Reimbursement - HOA Dues		\$0.00
Management	20,400.00	\$1,700.00
Misc. Expense - unbudgeted expenses	2,000.00	\$166.67
<b>Total Operating Expenses</b>	<b>357,900.00</b>	\$29,825.00
<b>Total Operating Income</b>	<b>64,670.00</b>	
<b>Capital Improvement Projects</b>	<b>2026 Budget</b>	
Reserve Study	8,000.00	
Parking Lot Re Striping and Curb Repair	32,000.00	
<b>Projected Reserve Fund</b>	<b>2026 Budget</b>	
Beginning Balance	291,038.46	
Deposits	64,670.00	
Projects	-40,000.00	
Ending Balance	315,708.46	