



Willow Pointe Newsletter

December 2011
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www.willowpointe.org

Deed Restrictions Enforced

Official Publication of the Willow Pointe Homeowners Association, Inc.

CONTACT INFORMATION NEEDED

Your Willow Pointe Board of Directors has engaged the services of "One Call Now" to provide emergency and routine notification services to the residents of Willow Pointe. This service will allow us to fulfill our responsibility of protecting, informing, and engaging you in matters that involve our Community. This, if it works as anticipated, will replace the Emergency Distribution List.

Here's where we need everyone's help. While we do have some people's phone numbers and contact information, it was not obtained for use with this service. So, we will not sign people up just because we have their information. Everyone on the list will need to request to be on the list.

So, what we need is:

Your name...First & Last

Your Address

ONE phone number

Email the above information to wphoa.board@willowpointe.org by January 3rd, 2012. The Board will pass the information on to One Call Now as a single list. We will email you back when registration is complete and you can go to our website, www.willowpointe.org and click on the Family Profile Banner. From there, you will be able to add up to 6 phone numbers and several email addresses to your personal notification list. All information provided is held in the strictest privacy. Please contact the Board if you have any questions.

DECEMBER 2011 Willow Pointe Community Calendar

December 5 Landscape Committee Meeting @ 6:30 pm
December 10 Walk the bayou and pick up trash
..... – meet @ the Willow Crossing Bridge @ 8 am
December 21-30 CFISD Holiday
December 25 Christmas

All meetings are held in the pool meeting room. All Homeowners are welcome to attend any of the above meetings. Please call Randall Management to be placed on the agenda if you would like to address the Board at the meeting. **MUD Meeting Information** – The normal date/time is 11:30 am the first Thursday of the month at the offices of Attorneys Young and Brooks. The address is 1415 Louisiana 5th floor.

2011 Clark W. Griswold, Jr. Holiday Lighting Contest

We will be notifying the local substation to let them know that Willow Pointe will be having a massive number of homes decorated with lights this Holiday season and they will need to have auxiliary power ready to go. The Landscape Committee will be judging homes mid-December. Three prizes will be awarded in the form of Home Depot gift cards in the following amounts:

FIRST PRIZE - \$75 • SECOND PRIZE - \$50 • THIRD PRIZE - \$25

*So get out there & put up all the
imported Italian twinkle lights you have!*



IMPORTANT NUMBERS

| | |
|---|-------------------------------|
| Emergency | 911 |
| Sheriff's Department..... | 713-221-6000 |
| Sheriff's Department (Business) | 281-290-2100 |
| Fire Department (Non-Emergency)..... | 713-466-6161 |
| Vacation Watch | 281-290-2100 |
| Poison Control Center | 800-222-1222 |
| Animal Control..... | 281-999-3191 |
| Commissioner, Precinct 4..... | 281-353-8424 |
| Willow Place Post Office | 281-890-2392 |
| Entex Gas..... | 713-659-2111 |
| Centerpoint Energy (Power Outages Only) | 713-207-7777 |
| Allied Waste Customer Service - Garbage & Recycle..... | 713-635-6666 |
| Recycle/Hazardous Waste Disposal..... | 281-560-6200 |
| West Harris County MUD..... | 281-807-9500 |
| Jane Godwin @ Randall Management, Inc Voice Mail nights or week-ends | 713-728-1126 ext 11 |
| | jgodwin@randellmanagement.com |
| Newsletter Publisher Peel, Inc | advertising@PEELinc.com |
| | 888-687-6444 |
| Cable/Internet/Phone...COMCAST | 713-341-1000 |

HOMEOWNERS ASSOC.

BOARD OF DIRECTORS

| | | |
|----------------|----------------|-------------|
| President | Scott Ward | 2008 - 2011 |
| Vice President | Tim McKee | 2009 - 2012 |
| Secretary | Brenda Jackson | 2009 - 2012 |
| Treasurer | Steve Mueller | 2010 - 2013 |
| Director | Angie Wilson | 2009 - 2011 |

Please contact us at wphoa.board@willowpointe.org if you have questions, comments or concerns.

ADVERTISING INFO

Please support the businesses that advertise in the Willow Pointe Newsletter. Their advertising dollars make it possible for all Willow Pointe residents to receive the monthly newsletter at no charge. No homeowners association funds are used to produce or mail the newsletters. If you would like to support the community newsletter by advertising, please contact our sales office at 888-687-6444 or advertising@peelinc.com. The advertising deadline is the 8th of each month for the following month's newsletter.

Willow Pointe HOA, INC

BALANCE SHEET - OCTOBER 31, 2011

ASSETS

| | |
|---------------------|--------------|
| Checking Prosperity | \$43,836.30 |
| Reserves | |
| Prosperity M/M | \$5,401.37 |
| Smith Barney | \$146,323.05 |
| Bank of America M/M | \$50,715.99 |
| Total Reserves | \$202,440.41 |

ACCOUNTS RECEIVABLE

| | |
|------------------------|-------------|
| 2010 Owner Assessments | \$3,117.19 |
| 2011 Owner Assessments | \$7,218.48 |
| A/R Collection Fees | \$5,157.95 |
| A/R Lawn Fees | \$614.88 |
| A/R Late charges | \$456.65 |
| A/R Legal fees | \$5,997.33 |
| A/R Opening balance | \$19,391.50 |
| A/R Other | \$75.00 |
| | \$42,028.98 |

| | |
|--------------------|--------------|
| Total Assets | \$288,305.69 |
| Pre-paid insurance | \$6,319.30 |
| Total other assets | \$6,319.30 |
| Total Assets | \$294,624.99 |

LIABILITIES & MEMBER'S EQUITY

Current Liabilities

| | |
|--------------------|----------|
| Prepaid-HOA Fees | \$665.00 |
| Prepaid-Legal Fees | \$271.31 |
| Total Liabilities | \$936.31 |

Reserves

| | |
|-------------------|---------------|
| Beginning balance | \$ 248,782.13 |
| 2011 Reserves | \$15,936.00 |
| Interest Income | \$221.19 |
| Capital Expenses | \$-62,498.91 |
| Total Reserves | \$202,440.41 |

Member Capital

| | |
|--------------------------|--------------|
| Prior Years equity | \$93,512.77 |
| Accrual basis equity | \$41,092.67 |
| Total homeowners capital | \$136,605.44 |
| YTD excess/deficit | \$-43,357.17 |
| Total member's equity | \$91,248.27 |

TOTAL LIABILITIES

| | |
|-------------------|--------------|
| & MEMBER'S EQUITY | \$294,624.99 |
|-------------------|--------------|

Harris County Sheriff's Office Patrol Report

OCTOBER 2011

| CATEGORY..... | NUMBER |
|-----------------------------|--------|
| Burglary/Habitat..... | 1 |
| Burglary/Motor vehicle..... | 0 |
| Criminal Mischief..... | 0 |
| Disturbance/Family | 1 |
| Disturbance/Loud Noise..... | 0 |
| Local Alarms | 5 |
| Suspicious Person..... | 0 |
| Traffic stop..... | 12 |
| Vehicle suspicious | 0 |

Note:

The report represents all calls that were handled/worked by the officer.



The winter chill is in the air and the Holidays are well upon us. Congratulations to great looking lawns of the family at 9323 Willow Crossing Drive who received first place for the month. Also congratulations go to the family at 10243 North Laurel Branch Drive who receive second place this month.

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Willow Pointe

Willow Pointe Homeowners Association, Inc.

BOARD OF DIRECTORS MEETING - TUESDAY, OCTOBER 5, 2011

MINUTES

The Willow Pointe HOA, Inc., Board of Directors met for the monthly meeting of the Homeowners Association at the Willow Pointe Pool located at 9919 Willow Crossing, Houston, TX 77064.

BOARD OF DIRECTORS: PRESENT

Scott Ward, President
Steve Mueller, Treasurer
Brenda Jackson, Secretary
Angie Wilson, Director At Large

ABSENT

Tim McKee, Vice President

MANAGEMENT COMPANY:

Jane Godwin,
Randall Management
Janet Bonura,
Randall Management

CALL TO ORDER:

Scott Ward called the meeting to order at 6:35 p.m.

ESTABLISH QUORUM ROLL CALL

With a majority of the Board of Directors present, the quorum was established. The Directors in attendance are listed above.

ADOPTION OF AGENDA:

The agenda was reviewed and a motion was made by Scott Ward, seconded by Steve Mueller, and it was unanimously decided to approve the agenda as presented.

OPEN FORUM

The Open Forum is the time provided for the owners of Willow Pointe to address the Board, ask questions, or make suggestions. There were no owners present.

APPROVAL OF THE MINUTES

August 2, 2011 Board of Directors Meeting- The August 2, 2011 minutes were previously presented for review. A motion was made by Brenda Jackson, seconded by Scott Ward, and it was unanimously decided to approve the minutes as presented.

COMMITTEE REPORTS

- **Modification Committee:** Scott Ward advised of no issues to report at this time.
- **Newsletter Committee:** The upcoming edition of the newsletter was discussed. Scott requested article suggestions and informed the Board of the next edition to include articles for the upcoming Holiday Lighting Contest.
- **Web Report:** A brief discussion was held regarding notices being posted for future meetings.
- **Courtesy Patrol & Crime Watch:** Brenda Jackson expressed her concern regarding the recent lack of coverage and requested information regarding the patrol schedule.

- **Landscaping Committee:** Scott Ward advised that the committee had inquired about the installation of Fall color. A proposal was reviewed and a motion was made by Scott Ward, seconded by Steve Mueller and it was unanimously decided to approve the Lake Houston proposal for the Fall color change.

MANAGEMENT REPORT

- **Administrative:** The following administrative topics were reviewed and discussed in great detail.
- **2012 Budget:** Jane Godwin presented the 2012 budget in draft form for the Board to review and adjust. After a detailed discussion of fund allocations, a motion was made by Brenda Jackson, seconded by Steve Mueller, and it was unanimously decided to approve the 2012 budget with edits discussed.
- **2012 Assessment Rate:** Pursuant to the detailed discussion regarding the 2012 budget, Jane Godwin proposed that the maintenance fee remain the same as 2011 at \$448. A motion was made by Brenda Jackson, seconded by Steve Mueller, and it was unanimously decided to set the

2012 assessment rate at \$448.

- **Financial Report:** Jane Godwin reviewed the financial statement for the month ending September 30, 2011 in great detail. The following are the account balances as of September 30, 2011; the Prosperity checking account balance was \$17,633; the reserves located at Prosperity, Smith Barney, and Bank of America Money Market accounts total \$206,977. There was \$40,000 remaining in operating transfers which are designated for 2011 operation, but the funds were placed in the money market accounts to earn additional interest until the funds are needed for operation. The administrative expense for the month was \$2,571, Utilities were \$10,258, Grounds Maintenance was \$16,485, and Community Services were \$1,501. The Total Expenses for the month of September were \$38,701, and year-to-date the total expenses for the Association are \$210,452, which is \$7,622 under budget.

- **Collection Report:** Jane Godwin reported that the Association is 99% collected

(Continued on Page 5)



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6 – 8 pm

HOA Minutes - (Continued from Page 4)
for 2010, with \$3,117 outstanding, and 97% collected for 2011.

- **Legal Report:** Janet Bonura presented the updated legal report from Casey Lambright's Office. Updated photos of all uncorrected deed violations already with the attorney were reviewed and discussed. The Board of Directors instructed RMI on how to proceed with those accounts.
- **Deed Restriction Report:** The Board of Directors reviewed the deed restriction report. There were several accounts under Board Review. The Board reviewed these items and instructed Randall Management on how to proceed.

NEW BUSINESS

- **National Night Out Reimbursement:** As previously discussed and approved; several receipts from the National Night Out bock parties were submitted by various owners for reimbursement. A motion was made by Steve Mueller, seconded by Brenda Jackson, and it was unanimously
- approved to reimburse the owners for expenses not to exceed \$100 and not to include alcoholic beverages.
- **Pool Room Breaker Box:** Steve Mueller advised of an emergency repair made to the breaker box and submitted the invoice for review and approval. A motion was made by Steve Mueller, seconded by Brenda Jackson, and it was unanimously decided to approve the invoice as submitted.
- **Holiday Decorations:** A brief but detailed discussion was held regarding the common area decorations for the upcoming holiday seasons. A motion was made by Scott Ward, seconded by Steve Mueller, and it was unanimously decided to allocate funds for the decorating of the common areas for the holidays.
- **Holiday Lighting Contest:** After a discussion was held regarding the lighting contest and previous year's involvement; a motion was made by Scott Ward, seconded by Steve Mueller, and it was unanimously decided to award the first place winner \$75,
- and the second and third place winners \$50.
- **2012 Fall Garage Sale:** Due to the extreme heat Houston has experienced this year, it was suggested to move the Fall Garage sale to October starting in 2012.
- **Replacement Flags:** The necessity to replace some or all of the flags around the community was discussed along with the estimated cost of doing so. A motion was made by Steve Mueller, seconded by Angie Wilson, and it was unanimously decided to approve this project.
- **2012 Pool Contract:** After reviewing the current contract and the renewal of such; a motion was made by Steve Mueller, seconded by Scott Ward, and it was unanimously decided to renew the pool contract at the same rate as 2011.
- **Emergency Test Message:** Scott Ward advised that the test message sent on National Night Out was a success and there do not seem to be any issues with the system at this time.

(Continued on Page 6)

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Wishing everyone a
Happy Holiday
Season!



Willow Pointe

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HOA Minutes - (Continued from Page 5)

UNFINISHED BUSINESS

- **One Call Now:** Steve Mueller advised of research he has conducted for the message center. He advised of the specifics regarding annual costs, capacity, database updates, and other related details. A motion was made by Brenda Jackson, seconded by Angie Wilson, and it was unanimously decided to use such service on a trial basis for the period of one year.
- **Easement Irrigation:** Steve Mueller presented several bids for the installation of additional irrigation on several easements throughout the community. A motion was made by Angie Wilson, seconded by Brenda Jackson, and it was unanimously decided to approve the Lake Houston proposal.
- **Brick Wall Rebuild:** A detailed discussion as held regarding a section of brick wall that needed to be repaired or rebuilt. A motion was made by Scott Ward, seconded by Steve Mueller, and it was unanimously decided to approve the project to DeLeon Quality Construction.
- **Wrought Iron Painting:** A discussion was held regarding the additional painting that is necessary to complete the project but eliminated from the original proposal. It was decided to table this matter for the November meeting.
- **Pool Trash Can Base Removal:** Steve Mueller reported that the base had been removed and the remaining post had been welded flush with the ground to eliminate a tripping hazard.
- **Community Tree Trimming:** The Board advised of their satisfaction with the recent tree trimming throughout the common areas of the community.

ADJOURNMENT

With no further business to discuss, a motion was made by Scott Ward, seconded by Steve Mueller, and it was unanimously decided to adjourn the meeting at 8:45 p.m.

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Do You Have Reason
to Celebrate?

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WASH YOUR HANDS

REDUCING SPREAD OF DISEASE WHILE AT HOME & WORK

By: Concentra Urgent Care

The Centers for Disease Control and Prevention (CDC) say that nearly 90,000 patients die in U.S. hospitals each year due to a preventable disease—many could be avoided if everyone properly washed their hands. From germs on office equipment to sick colleagues who decided to come into work anyway, people face the same dangers in the workplace. The same simple fact holds true: Washing your hands regularly is an effective way to prevent yourself from catching or spreading a preventable disease or illness.

WHEN TO WASH YOUR HANDS

The CDC recommends washing your hands every time you:

- Prepare or eat food
- Use the restroom
- Tend to someone who is sick; both before and after
- Blow your nose, cough, or sneeze
- Handle garbage
- Treat a cut or wound
- Change diaper or clean up after children
- Handle an animal or animal waste

HAND WASHING BASICS

The CDC has issued specific guidelines about effective hand washing:

- Wet hands with water
- Use plain bar or liquid soap
- Create a lather by vigorously rubbing hands together for 15-20 seconds—about the amount of time it takes to sing “Happy Birthday” twice
- Be sure to wash palms, back of hands,

fingers, and nails (clean nails by gently scratching nails down your opposing soapy palm)

- Rinse off soap under a stream of water

WHAT ELSE CAN YOU DO?

- Focus on hand washing in the lunch and/or break room
- Be careful when using sponges and dish towels. These are ideal sites for bacterial growth. Always wash your hands after using these items.
- Maintain a clean work area; regularly clean any office equipment, especially shared items such as phones and keyboards.
- Remind your colleagues of the importance of hand washing, particularly when you witness someone neglecting to wash his or her hands. *



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Willow Pointe

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