

Woodview at Bulverde Creek Homeowners Association

1600 N. E. Loop 410, Suite 202
San Antonio, Texas 78209
(210) 829-7202 Office | Fax (210) 829-5207 | Texas Toll-Free (866) 232-4386
www.woodviewhoa.org

October 18, 2010

NOTICE TO MEMBERS OF THE ANNUAL MEETING

Notice is hereby given that the annual meeting of Woodview at Bulverde Creek Homeowners Association, Inc. will be held at the following date, time, and place:

Date: November 3, 2010

Time: 7:00 P.M.

Place: Bulverde Creek Elementary School Cafeteria (side entrance)
3839 Canyon Parkway
San Antonio, Texas 78259



Door Prizes!

The agenda will be:

1. Call to Order at 7:00 P.M. (registration will begin at 6:30 P.M.)
2. Determination of Quorum
3. Proof of Notice - October 18, 2010
4. Introduction of Board of Directors and Association Management
5. Adoption of Standing Rules
6. Guest Speakers: MLC Landscaping
7. Approval of 2009 Annual Meeting Minutes (enclosed)
8. Appointment of Meeting Tellers
9. Reports of Officers
 - a. President's Report
 - b. Treasurer's Report - Financials
10. Election of two directors, each to a 2-year term (see enclosed proxy)
 - a. Nominations from the floor
11. Unfinished Business
12. Committee Reports - Election of Committee Chairpersons
13. New Business
 - a. Open Forum for Q&A - see Standing Rules
14. Announcement of Election Results - Meeting Tellers
 - a. NOTE: There will be a brief organizational meeting of the newly elected Board Members immediately following adjournment of the Membership Meeting.
15. Door Prizes (six \$50 VISA Gift Cards)
16. Adjournment. (8:00 P.M.)

Two directors are to be elected at the meeting and the two positions will be open for homeowners to fill. If you are interested in serving on the Board of Directors, please fill out the enclosed Candidate Profile Form and return to our office by Noon on November 2, 2010. Nominations will also be taken from the floor at the meeting.

All members must register prior to the start of the meeting. For your convenience, registration will start at 6:30 P.M. If you are unable to attend, please assign the enclosed proxy

to help establish quorum and forward to the Association or assign to your neighbor so he/she may vote in accordance on all matters for you. I look forward to seeing you at the meeting!

Sincerely,

Greg Heaton,
Association Administrator
Enclosures

Mail in your signed Proxy for a chance to win a \$50 VISA gift card; accepted by most major retailers.

Be the First to Know with eNEWS!

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Woodview at Bulverde Creek Homeowners Association

PLEASE REVIEW THE STANDING RULES FOR THE ANNUAL MEETING

The Board of Directors of Woodview at Bulverde Creek Homeowners Association feels it serves you best when the Annual Meeting is conducted in an orderly manner. The Association is a business with requirement to meet and elect a director(s). Your cooperation in this regard is requested. Parliamentary Procedure is followed at this Annual Meeting.

Your opinion is important to the Board of Directors. The Board desires to hear from Members who have information concerning the Association. During the portion of the Meeting in which the Chair accepts questions or comments from the floor, please proceed in the following manner:

1. If you wish to speak, please stand when you have been recognized by the President of the Board.
2. Any Member wishing to address the membership shall speak no more than two (2) minutes. No Member may speak more than once on the subject and no more than two (2) minutes, until all members who wish to speak have done so.
3. Members of the audience shall not be permitted to interrupt nor question any speaker.
4. After the speaker has finished addressing the Board, the President will recognize the next Member to speak.
5. Members in the audience will not be permitted to engage in discussions between themselves that disrupt the Meeting. Private conversations between members in the audience are distracting to the Meeting. If you want or need to carry on a conversation with another, you are asked to move away from the meeting to carry on the conversation.
6. Violations of these Standing Rules will not be tolerated. Violators will be requested to leave the Meeting.

**WOODVIEW AT BULVERDE CREEK HOMEOWNERS ASSOCIATION
MANAGEMENT RESPONSIBILITIES**

ADMINISTRATIVE

1. **Maintain a current register of all lots and owners. Prepare and mail new homeowner packets containing bylaws, welcome letter and brief synopsis of covenants.**
2. **Prepare and send assessment statements to all lot owners.**
3. **Receive, record and deposit all revenues received by the Association.**
4. **Monitor delinquent accounts and as prescribed, send appropriate notices and file liens with attorney, when necessary.**
5. **Maintain all checking and saving accounts.**
6. **Verify all statements for services rendered and/or materials received. Prepare accounts payable checks for signatures. Promptly mail payments to vendors, suppliers or contractors.**
7. **Establish and maintain check request forms.**
8. **Transact all matters pertaining to insurance claims, premium payments and ensure association coverage is current.**
9. **Perform all bookkeeping functions for the association, using a modified accrual basis and coordinate with the CPA office, as required, for delegated accounting functions and for annual financial/tax purposes. Pay all taxes incurred by the Association.**
10. **Coordinate with Board to ensure accuracy of the releases as they pertain to association and Board activities.**
11. **Attend four Board meetings.**
12. **Attend one annual meeting.**
13. **Coordinate with Board Secretary in the preparation of minutes and agenda; distribute to all directors prior to the regular meeting; review monthly financial statements and send copies to the directors.**
14. **Provide financial data to committee chairpersons preparing annual budgets; coordinate with them, if requested.**
15. **Provide the Treasurer with all financial reports on a monthly basis.**
16. **Prepare monthly and annual financial statements.**
17. **Obtain bids and contract for services in support of the current operations and maintenance of the association properties.**
18. **Ensure all contractors provide a certificate of insurance prior to commencing work.**

OFFICE OPERATION

- 1. Maintain established office hours 8:00 a.m. to 6:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls.**
- 2. Respond to all telephone calls within 48 hours.**
- 3. Handle all incoming and outgoing mail.**
- 4. Safeguard association records, materials and supplies.**
- 5. Maintain master file of all Declarations and Plats.**
- 6. Initiate or respond to correspondence pertaining to the administrative affairs of the Association.**
- 7. Provide information to mortgage companies, real estate and title company representatives regarding the homeowners association.**
- 8. Contact the President on any matters/problems beyond the scope of administrative affairs of the association.**

RESTRICTION ENFORCEMENT

- 1. Tour the subdivision 22 times per year (twice a month except holiday months of November and December).**
- 2. Respond to homeowner complaints of violations by visually confirming the alleged violations, report to Architectural Control Committee.**
- 3. Initiate and prepare correspondence to violators and prescribe a time period for compliance.**
- 4. Follow-up on violator and, if warranted, send a second notice, prescribing a time period for compliance.**
- 5. If a violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.**

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PROXY

The undersigned, a member in good standing of the Woodview at Bulverde Creek Homeowners Association, Inc. hereby appoints the Secretary or _____ to act as proxy for the undersigned at the meeting of the members of the Association to be held on November 3, 2010 at 7:00 p.m. during the Annual Membership Meeting at the Bulverde Creek Elementary School Cafeteria, in San Antonio, Texas.

I instruct my proxy to vote in accordance with his/her best judgment, upon such procedural matters, including adjournment thereof according to the number of votes that the undersigned would be entitled to vote if then present.

BALLOT FOR DIRECTORS

There are two (2) vacancies on the Board of Directors and you may vote for two individuals by placing a check mark next to their name. A ballot voting for more than two individuals will be disallowed.

Lorri Tibbetts _____ _____

The proxy is also for the purpose of establishing a quorum for the meeting. To be valid, the proxy must be fully completed. This proxy shall be revocable until such time as this authority granted hereby is exercised.

(Printed Name of Lot Owner)

(Signature of Lot Owner)

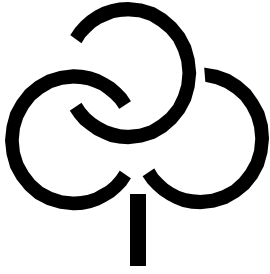
(Street Address)

(Date)

(Prior to meeting date, please mail this signed Proxy to the Association at the address above)

--There is no need to return this Proxy if you plan to attend the Meeting in person--

***** Return this Proxy by 5PM Tuesday, November 2nd to be eligible for a \$50 Gift Card *****
(Only one \$50 prize drawn from mail returned Proxies – need not be present to win)
>>> All other prizes (\$250) – Must be present at the meeting to win <<<



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**REQUEST for NOMINATIONS – Board of Directors
Candidate Profile Form**

Name:			
Address:			
Home Phone:		Work Phone:	
Family:			
Employment:			
Brief Job Description:			
Other Background Information:			

Previous Homeowner Association Involvement:	
Do you have any knowledge or experience in Parliamentary Procedures? (if yes, explain)	

Other Professional, Civic, Special Committee or Group Involvement:	
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(If additional space is required – please use the back of this form)

Association Issues (Your Platform):	
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I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the By-Laws.

Signed:		Date:	
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Please return form to:
Woodview at Bulverde Creek HOA
Attn: Greg Heaton (Greg@ams-sa.com)
1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209

Dear Homeowner,

The following information has been prepared to assist you before attending the annual meeting.

Why a Board of Directors: The Board of Directors is representatives who are elected by the community. The recorded owner of each home/lot has one vote. It is the Board's responsibility to supervise the properties of the Association, develop and approve budgets and make decisions that affect the community and the Association.

Who Should be Elected: Anyone can be a Director. They should be people who have the interest and time to serve the community, and are knowledgeable of the association's rules and governing policies. There is no compensation except the gratitude of the community for undertaking a difficult task.

Who Elects the President and Other Officers: The Board of Directors appoints the officers of the Association. The appointment of officers is usually made at the first Board of Directors meeting, normally held within 10 days after election.

How Do I Vote and How are Ballots Counted: Voting is accomplished by secret ballot procedure. You mark your ballot and it will be collected and tallied.

How Many Votes Does Each Homeowner Have: Each recorded home/lot owner has only one vote for each lot owned.

Committee Reports: Chairman of the Committee may present their reports in writing or verbally at the general membership meeting.

Can Other Business be Brought up on Election Night: Yes, after the Directors election and other items on the agenda are discussed, the Chairman will open the floor to New Business and will recognize individuals from the floor who have questions. Only business of the Homeowners Association which is of general interest to the membership will be recognized.

I Won't Be Here...Can I Vote? Yes, you may vote by proxy. Your proxy must be filled out and signed by you. You may assign your proxy to your neighbor, Board of Director or leave blank for the Secretary of the Association, but in any event, it must be presented prior to the opening of the meeting.

We strongly recommend that in the event you are unable to attend this meeting that you exercise your right to vote by proxy. In order to call the meeting to order, a quorum must be present. Your proxy counts...for voting and establishing the quorum.



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Door Prizes!

****ANNUAL MEETING NOTICE****

NOVEMBER 3, 2010 AT 7:00 P.M.

AT THE BULVERDE CREEK ELEMENTARY SCHOOL

(Please use back/side Cafeteria Entrance)



Mark this Date!