

Westfield Ranch Community Association  
P.O. Box 219320  
Houston, Texas 77218-9320  
Phone: (281) 579-0761 Fax: (281) 579-7062



## NOTICE OF ANNUAL MEETING OF MEMBERS

**DATE: Wednesday, May 8, 2024**

**SIGN IN: 6:00 P.M.**

**CALL TO ORDER: 6:30 P.M.**

**LOCATION: Radack Community Center, 18650 Clay Rd  
Houston, TX 77084**

The Annual Meeting will be held on Wednesday, May 8, 2024, at the Radack Community Center located at 18650 Clay Rd., Houston, Texas 77084. Sign-in begins at 6:00 p.m. and the meeting will follow at 6:30 p.m.

The purpose of this meeting is to provide information about your community, to elect three (3) members to the Board of Directors, and to meet the individuals involved with the operation of Westfield Ranch Community Association. The election will be the first election of the board of directors, following the transition from developer control.

If you are interested in placing your name on the election ballot that will be distributed at the Annual Meeting, please contact Pam@crest-management.com or 281-945-4618 no later than 5:00 p.m. on Tuesday, May 7, 2024. Nominations will also be taken from the floor at the meeting.

In accordance with Section 5.2 of the Bylaws: At such meeting, the Members shall elect a minimum of one (1) director for a term of one (1) year; one (1) director for a term of two (2) years; and one (1) director for a term of three (3) years; and at each annual meeting thereafter the Members shall elect a director for a term of three (3) years to fill each expiring term.

Those candidates receiving the highest number of votes will serve the longer initial terms. In accordance with Section 10.8(c) of the Bylaws: In the event of a tie the tying candidates will be submitted to a second ballot vote, in the event a tie occurs on the second ballot vote, the winning candidate will be decided by lot.

A proxy is enclosed, which will be used for quorum purposes and/or to assign your right to vote to another member who will be attending the meeting. **The deadline to return your proxy is 5:00 p.m. on Tuesday, May 7, 2024. Proxies will not be accepted at the meeting.**

### **AGENDA AND ORDER OF BUSINESS**

1. Sign In/Registration (6:00 P.M.)
2. Establish Quorum and Call Meeting to Order (6:30 P.M.)
3. Introductions of Management
4. Election of Directors
  - a. Introduction of Candidates
  - b. Nominations From Floor
  - c. Vote
5. Financial Report/Developer Report

6. Guest Speakers – Law Enforcement
7. Announcement of Election Results
8. Homeowner Open Forum
9. Adjourn

**IN ORDER TO CONDUCT OFFICIAL BUSINESS, A 10% QUORUM MUST BE PRESENT IN PERSON OR BY PROXY.**

If you are unable to attend this meeting, please submit your proxy to Crest Management Company by mail or email, *no later than 5:00 p.m. on Tuesday, May 7, 2024*, to:

Westfield Ranch Community Association  
c/o Crest Management Company  
17171 Park Row, Ste. 310  
Houston, Texas 77084  
Email: [Pam@crest-management.com](mailto:Pam@crest-management.com)

To make paying online easier and to access up to date account information and electronic community forms, please register at [www.crest-management.com](http://www.crest-management.com). Click on Homeowner Login, then enter your email address and the temporary password provided below and click Submit. You will then be able to personalize your password and access your account. **Temporary Password:**

**Westfield Ranch Community Association  
2024 PROXY**

I/We, \_\_\_\_\_, being the owners of the property located at \_\_\_\_\_ and being a member of Westfield Ranch Community Association, will not be in attendance and do hereby grant my/our proxy to **(CHECK ONE OPTION ONLY)**:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

-OR-

For quorum purposes only

Assignment of this proxy constitutes my attendance at the Annual Meeting scheduled for May 8, 2024, to be counted towards quorum. Should this meeting have to be rescheduled for any reason, this proxy will be valid for the rescheduled date. I/We understand that I/We may revoke this proxy in writing or in person at or prior to the 2024 Annual Meeting or at any meeting that may be rescheduled.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**NOT VALID IF NOT SIGNED, DATED AND ADDRESS COMPLETED.**

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c/o Crest Management Company  
17171 Park Row, Ste. 310  
Houston, Texas 77084  
Email: [Pam@crest-management.com](mailto:Pam@crest-management.com)

