

Woodcreek Reserve 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: Tuesday, April 16, 2024

TIME: 6:00 PM

**LOCATION: Woodcreek Elementary Cafeteria - 1155 Woodcreek Bend Lane
Katy, Texas 77494**

This shall serve as formal notice to all members of Woodcreek Reserve Community Association of the 2024 Annual Meeting of Members. The purpose of the meeting is to elect three (3) directors to the Woodcreek Reserve Community Association Board of Directors. The elected directors shall serve terms of two (2) years.

Be advised you will only be able to vote electronically or by Absentee Ballot. There will be no in-person voting at the Annual Meeting. Nominations from the floor will not be taken at the Annual Meeting. The results of the voting will be announced at the Annual Meeting. The newly elected directors will take their position on the Board at the conclusion of the Annual Meeting. Online voting deadline is noon, Tuesday, April 16, 2024.

A quorum of 10% is required. All returned Absentee Ballots count towards quorum.

Please see the following instructions on how to vote online, or reach out to your Community Manager should you require an Absentee Ballot. Absentee Ballots must be received no later than Friday, April 12, 2024.

Mail to Woodcreek Reserve Community Association, P.O. Box 219320, Houston, Texas 77218-9320
Email to kellew@Crest-Management.com
Fax to 281-579-7062

The Agenda for the Annual Meeting will be as follows.

- I. Confirmation of Quorum and Call to Order
- II. Introductions
 - a. Board Members
 - b. Management Company
- III. Approval of Prior Year Annual Meeting Minutes
- IV. Financial Report
- V. Community Overview
- VI. Homeowner Open Forum
- VII. Announcement of Election Results
- VIII. Adjournment

To make paying online easier and to access up to date account information and electronic community forms, please register at 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:**

How & Where to Vote

Dear Woodcreek Reserve Homeowners,

Be advised all voting will be done virtually and through Vote Now HOA. Should you not be able to vote electronically, please reach out to your Community Manager to request an Absentee Ballot. There will be no in-person voting at the Annual Meeting. Nominations from the floor will not be taken at the Annual Meeting. The results of the voting will be announced at the Annual Meeting. The newly elected directors will take their position on the Board at the conclusion of the Annual Meeting.

Electronic voting is a safe and efficient method to increase participation while saving both time and money for the Association. Each property with a registered email on file with www.crest-management.com will receive an email invitation to vote from the community voting site. If you do not receive an email by March 27, 2024, please contact Woodcreek Reserve Community Association's Assistant Manager, Jill R, by emailing jillr@crest-management.com, for assistance.

Voting online is easy and quick! You will have three steps!

1. Receive the email and click the link to go to the voting site
2. Register for the vote by entering your name, email, and creating a password
3. Make your choices on the ballot and submit

When your vote is complete, you will receive both an on-screen confirmation and an email confirmation that the vote has been recorded. The entire process takes only a few minutes - less time than it did to read these instructions!

Please remember, that only one vote per property is allowed, so the online ballot will only send to one person per household. If you did not receive the email ballot, please check with your significant other and check your junk mail BEFORE reaching out to Jill for your registration code.

Thank you in advance for your continued support for Woodcreek Reserve Community Association, Inc.

BOARD OF DIRECTORS
WOODCREEK RESERVE COMMUNITY ASSOCIATION, INC.