

Willow Pointe Homeowners Association, Inc.

c/o Graham Management

1155 Dairy Ashford, Suite 209, Houston, Texas 77079

(713) 334-8000

NOTICE OF THE 2026 ANNUAL MEETING OF OWNERS ***Zoom Virtual Meeting***

**DATE OF
MEETING:**

Wednesday, October 7, 2026

TIME:

7:00 p.m. (Log in begins at 6:30 p.m.)

PLACE:

Willow Pointe via Zoom Meeting

**ZOOM MEETING
LOG - ON
INSTRUCTIONS:**

To join the Zoom meeting, log-on to Zoom at www.zoom.us or download the free Zoom app to your computer, tablet or smartphone. After logging on to Zoom:

Enter Meeting ID: 929 5342 6296

Enter Passcode: 713989

or

By Phone, dial by your location: 346 248 7799

Enter Meeting ID: 929 5342 6296

Enter Passcode: 713989

You can also join the meeting by clicking on the direct link provided on the new homeowner's portal at <https://graham.cincwebaxis.com> or the Association's website homepage at www.willowpointe.org. To expedite the registration process, please begin logging-on to Zoom at 6:30 p.m., on the day of the meeting, and add your entire address behind your name so the meeting can begin on time.

**PURPOSE OF
MEETING:**

1. To elect two (2) members to the Board of Directors for a three (3) year term of office.
2. Conduct Other Business on the Meeting Agenda

ENCLOSURES:

Agenda, Absentee Ballot and Candidate Bios

There will be no live voting and no proxies: Instead, we will only be using Absentee Ballots. **Owners that attend without submitting an Absentee Ballot prior to the meeting will be counted for QUORUM PURPOSES ONLY. In order to cast your vote, you must complete and submit the enclosed Absentee Ballot no later than 1:00 p.m., on Wednesday, October 7, 2026,** to Willow Pointe Homeowners Association, Inc., c/o Graham Management Co., Attn: Marc Wood at:

1. Physical Address: 1155 Dairy Ashford, Suite 209, Houston, TX 77079; or
2. Email: mwood@grahammanagementhouston.com; or
3. Text a photo of the completed Absentee Ballot to 940-239-9310.

A quorum of 10%, or at least **59** owners, must be digitally present or have submitted an Absentee Ballot before the meeting can be formally held. If a quorum is not reached, the meeting and election cannot be held and must be reconvened at a later date, at an additional expense to the Association.

The completed and signed Absentee Ballot **must be received by October 7, 2026, at 1:00 p.m.**, so your vote will be counted and a quorum is assured. Should you have any questions, please contact the Association c/o Graham Management Co. Thank you in advance for your participation and helping us achieve quorum to handle the important business of YOUR Association!

Willow Pointe Homeowners Association, Inc.

c/o Graham Management

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Annual Meeting of the Association Wednesday, October 7, 2026 @ 7:00 p.m., via Zoom Agenda

- I. Official Call to Order – 7:00 p.m.**
- II. Welcome and Introductions**
 - Jacquie Sedgwick-Landry, President
 - Bill Brune, Vice President
 - Eugenia “Jana” Lozovanu, Secretary
 - Leo Feldman, Treasurer
 - S. Michele Hernandez, Director
 - Marc Wood, Community Association Manager – Graham Management
- III. Adoption of the Agenda**
- IV. Roll Call – Establish Quorum**
- V. Approval of the 2025 Annual Meeting Minutes**
- VI. Officer Reports**
 - A. President's Report – State of the Association**
 - B. Treasurer's Report**
- VII. Committee Reports**
 - A. Modifications-ARC**
 - B. Landscape**
 - C. Safety Awareness & County Liaison**
 - D. Recreation & Social**
- VIII. Open Forum – Each Homeowner has five (5) minutes to communicate with the Board any issues and questions about the community.**
- IX. Announcement of Results of the Election**
- X. Adjournment**

Marc Wood, Community Association Manager

mwood@grahammanagementhouston.com – (713) 334-8000, ext. 124

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c/o Graham Management

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2026 Annual Meeting of Owners – October 7, 2026 @ 7:00 p.m.

ABSENTEE BALLOT

For the Purpose of Electing Two (2) Directors (No live voting)

Absentee Ballot is required to cast your vote

The deadline for submission is October 7, 2026, by 1:00 p.m.

The undersigned (whether one or more) being the owner or the duly authorized representative of the owner of the property listed below, hereby make the following election via Absentee Ballot to cast my vote or for quorum purposes only on the matters up for vote at the 2026 Annual Meeting of Willow Pointe Homeowners Association, Inc., for the purpose of electing two (2) Directors to the Board of Directors of Willow Pointe Homeowners Association, Inc. This Absentee Ballot is valid for the 2026 Annual Meeting scheduled for October 7, 2026 and/or any 2026 Recalled/Reconvened Meeting of Owners, and/or any version thereof.

NOTE: THERE WILL BE NO LIVE VOTING AT THE MEETING, AND ALL VOTING WILL BE DONE BY ABSENTEE BALLOT. IF YOU ATTEND THE MEETING AND HAVE NOT TURNED IN YOUR ABSENTEE BALLOT, YOUR PRESENCE WILL BE COUNTED FOR QUORUM PURPOSES ONLY.

Please place an "X" in either Option 1 or Option 2 and complete the appropriate section below.

☐

OPTION 1: I cast my vote for election of the following persons to the Board of Directors for a three (3) year term.

ELECTION OF DIRECTORS – DO NOT VOTE FOR MORE THAN TWO (2) CANDIDATES:

_____ Leo Feldman (See Enclosed Bio)

_____ S. Michele Hernandez (See Enclosed Bio)

_____ Donald Polansky (See Enclosed Bio)

_____ Regina Wall (See Enclosed Bio)

_____ (Write-In) _____
(Print Name of Candidate)

OR

☐

OPTION 2: This Absentee Ballot is given solely for the purpose of establishing a quorum ONLY and I abstain from voting on any matters.

OWNER'S SIGNATURE:

(Signature Required for Validation; Ballots without signature will not be counted)

OWNER'S NAME (Please Print): _____

ADDRESS: _____
(Insert your Willow Pointe address above)

PLEASE RETURN this signed and completed Absentee Ballot **no later than October 7, 2026, by 1:00 p.m.**, to Willow Pointe Homeowners Association, Inc., c/o Graham Management, Attn: Marc Wood at:

1. Physical Address: 1155 Dairy Ashford, Suite 209, Houston, TX 77079; or
2. Email: mwood@grahammanagementhouston; or
3. Text a photo of the completed Absentee Ballot to 940-239-9310.

Willow Pointe Homeowners Association, Inc.

NOTICE OF ELECTIONS

Elections for two (2) Board of Director positions will occur during the annual meeting on October 7, 2026.

If you would like your name to be placed on the Ballot for the 2026 elections, please complete the questionnaire below and return it no later than September 15, 2026.

Questionnaire for Prospective Board Members

Name: Leo Feldman Phone: _____ (H) _____ (O)

Address: _____ Email: _____

How long have you owned property in Willow Pointe ? 30 yrs

Occupation: Retired

1) Have you ever served on an Association Board? yes, currently the Treasurer

If so, in what capacity? President of Willow Pointe HOA for 5 years, Treasurer for 1 year.

2) In what areas of the association are you interested?

- ☐ Social ☐ Crime Watch/Security
- ☐ Deed Restriction Enforcement ☒ Irrigation/Landscape
- ☒ Other Treasurer. Wherever my skills are needed the most, especially finance & money management

3) The Board of Directors meets quarterly. Meetings are approximately 1-2 hours in length. Are you willing to volunteer several hours per month to serve on the Board of Directors to attend Board meetings via Zoom, to conduct required Board business (by email and other means) and to serve in whatever other capacity, as appointed (e.g., Officer of Board of Directors, Liaison to community committees, etc.)?

☒ YES ☐ NO

4) What do you see as your contribution to be to the Association? What capabilities and experiences do you provide to the Association as a candidate for the Board of Directors?

With a background in finance and real estate, I understand how to protect our neighborhood investments.

Serving on the HOA Board for the last 6-years has given me the experience needed to continue serving our community.

I've been directly involved in all aspects of the day-to-day management including contract negotiations and moving our HOA operating and reserve accounts into high-yield insured accounts, which has helped keep our assessments exactly the same for 5-years. I'm also the volunteer handyman, irrigation adjuster and webmaster.

Please send completed form to:

Email: jbelle@grahammanagementhouston.com

Fax: (713) 334-5055

ATTN: Jada Bell

or call 713-334-8000 (Ext 125)

Mail: 1155 Dairy Ashford Rd. Suite 209

Houston, TX 770779

Willow Pointe Homeowners Association, Inc.

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(Sandra Skees) Hernandez

Questionnaire for Prospective Board Members

Name: S. Michele Hernandez Phone: _____ (H) _____ (O) _____

Address: _____ Email: _____

How long have you owned property in Willow Pointe? 19 years

Occupation: Manager

1) Have you ever served on an Association Board? Yes - Currently on Board

If so, in what capacity? Director + on Social Committee

2) In what areas of the association are you interested?

☒ Social

☐ Crime Watch/Security

☐ Deed Restriction Enforcement

☐ Irrigation/Landscape

☐ Other _____

3) The Board of Directors meets quarterly. Meetings are approximately 1-2 hours in length. Are you willing to volunteer several hours per month to serve on the Board of Directors to attend Board meetings via Zoom, to conduct required Board business (by email and other means) and to serve in whatever other capacity, as appointed (e.g., Officer of Board of Directors, Liaison to community committees, etc.)?

☒ YES

☐ NO

4) What do you see as your contribution to be to the Association? What capabilities and experiences do you provide to the Association as a candidate for the Board of Directors?

I can make the time to put out flags, attend zoom meetings, and help organize neighborhood outings like NNO. I would continue helping on the Board in any way needed.

Please send completed form to:

Email: jbell@grahammanagementhouston.com

Fax: (713) 334-5055

ATTN: Jada Bell

or call 713-334-8000 (Ext 125)

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Willow Pointe Homeowners Association, Inc.

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Questionnaire for Prospective Board Members

Name: Donald P Polansky Phone: _____ (H) _____ (O)

Address: _____ Email: _____

How long have you owned property in Willow Pointe ? 03/2014 (12y6m)

Occupation: Director of Corporate Systems & Technology - Glass & Door Int.

1) Have you ever served on an Association Board? No, but offered in the past.

If so, in what capacity? _____

2) In what areas of the association are you interested?

☒ Social

☒ Crime Watch/Security

☐ Deed Restriction Enforcement

☐ Irrigation/Landscape

☒ Other Still willing to re-vamp, update, & manage the HOA website as offered in the past.

3) The Board of Directors meets quarterly. Meetings are approximately 1-2 hours in length. Are you willing to volunteer several hours per month to serve on the Board of Directors to attend Board meetings via Zoom, to conduct required Board business (by email and other means) and to serve in whatever other capacity, as appointed (e.g., Officer of Board of Directors, Liaison to community committees, etc.)?

☒ YES

☐ NO

4) What do you see as your contribution to be to the Association? What capabilities and experiences do you provide to the Association as a candidate for the Board of Directors?

As a corporate executive for more than a decade I am well versed in the world of team and team member management.

Likewise, having to juggle the various needs and goals of multiple departments along with budgetary project

management well suits me to assist the community in multiple board roles. Entering the team without any

personal objectives allows me as well to best serve the interests of the entire community as a whole.

Please send completed form to:

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Questionnaire for Prospective Board Members

Name: Regina Wall Phone: _____

Address: _____ Email: _____

How long have you owned property in Willow Pointe? 25 years

Occupation: Retired Principal Senior Architectural Structural Designer

1) Have you ever served on an Association Board? Yes (Willowpointe)

If so, in what capacity? Secretary

2) In what areas of the association are you interested?

☐ Social

☐ Crime Watch/Security

☐ Deed Restriction Enforcement

☐ Irrigation/Landscape

☒ Other All

3) The Board of Directors meets quarterly. Meetings are approximately 1-2 hours in length. Are you willing to volunteer several hours per month to serve on the Board of Directors to attend Board meetings via Zoom, to conduct required Board business (by email and other means) and to serve in whatever other capacity, as appointed (e.g., Officer of Board of Directors, Liaison to community committees, etc.)?

☒ YES

☐ NO

4) What do you see as your contribution to be to the Association? What capabilities and experiences do you provide to the Association as a candidate for the Board of Directors?

To help community to continue to be a beautiful, safe and friendly place for families to reside in peace. I was also a previous board member & also once served on the arch committee.

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