

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: _____ Phone: _____ (H) _____ (O)

Address: _____ Email: _____

How long have you owned property in Willow Pointe ? _____

Occupation: _____

1) Have you ever served on an Association Board? _____

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 _____

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?

Please send completed form to:

Email: jbell@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 77079

Willow Pointe Homeowners Association, Inc.
c/o Graham Management
1155 Dairy Ashford, Suite 209
Houston, TX 77079
(713) 334-8000

September 4, 2026

**RE: Call for HOA Board Candidates / Annual Meeting & Board of Directors Election
Willow Pointe Homeowners Association, Inc.**

Dear Willow Pointe Homeowner:

As we approach the upcoming election for our Homeowners Association Board, we invite interested owners to consider serving our community by submitting a candidacy form.

Being a board member is a valuable opportunity to contribute to the continued success, improvement, and governance of our neighborhood. All homeowners are encouraged to consider serving on the Board, but serving on the Board requires active participation. Together with the management company, our HOA Board is fully engaged in the day-to-day operations of the HOA, ensuring that decisions are made with the best interests of all 588-homeowners in mind. We're not just a Board: We are your neighbors and take an active role in the operations of our HOA so that together, we can maintain a welcoming community we can all be proud to call home.

How to Apply: If you are interested in running for a position on the HOA Board, please complete and submit the Questionnaire for Prospective Board Members / Notice of Elections by September 15, 2026. After the submission deadline, candidate information will be shared with homeowners in advance of the election. Two (2) board members will be elected or confirmed at the Annual Meeting & Board of Directors Election, and each board member is elected to serve a three (3) year term.

Even if you previously submitted a Declaration of Candidacy earlier this year, please submit this new form to Graham Management no later than September 15, 2026, to ensure your candidacy is included in the 2026 election.

We encourage all homeowners to participate — whether by running for a position or voting in the election. Thank you for your continued commitment to our community.

Sincerely,

Board of Directors
Willow Pointe Homeowners Association, Inc.

This community is Professionally Managed by GRAHAM MANAGEMENT

Please note: This communication is being posted to the Association website and emailed to all owners in the Association. Replies have been disabled for this communication, which is being provided to all owners individually. If you have a question specific to your account, please contact Graham Management by calling their office at (713) 334-8000, or log in to your new **CINC Web Axis Homeowner Portal**. Along with the attached Questionnaire for Prospective Board Members / Notice of Elections form, we have also attached our previous communication announcing the selection of Graham Management as the Association's new management company that includes information about how to set up your **CINC Web Axis Homeowner Portal**. Any previously registered homeowner portals with Randall Management and/or The Management Trust (Frontsteps, Vantaca, etc.) are no longer valid or accessible.

Willow Pointe Homeowners Association, Inc.
c/o Graham Management
1155 Dairy Ashford, Suite 209
Houston, TX 77079
(713) 334-8000

August 9, 2026

Dear Willow Pointe Homeowner:

Willow Pointe HOA's Board of Directors is pleased to announce that we have selected Graham Management, Inc., as the HOA's new management company effective August 1, 2026. Graham Management has over 25-years' experience providing hands-on management services to HOA communities in the greater Houston area, and we believe Graham's expertise will be a great asset to Willow Pointe.

Graham has been working closely with Randall Management – The Management Trust for the last few weeks to facilitate the transition of the Association records and operations. You should have already received the attached letter via USPS that includes transition details, contact information, **your name and new account number, and how to register for your new CINC Web Axis homeowner portal.** If you did not receive a letter in the mail with your account number, please contact Graham Management at:

1155 Dairy Ashford, Suite 209
Houston, TX 77079
(713) 334-8000
www.grahammanagementhouston.com

Attn: Marc Wood, Community Manager
mwood@grahammanagementhouston.com

Please note that the Willow Pointe homeowner portal you previously registered with Randall Management and/or The Management Trust is no longer valid or accessible. Although your Frontsteps portal is still functional, it is no longer being monitored and service shall be discontinued later this month. **Going forward, homeowner communications concerning payments, architectural applications, etc. will be handled through your new CINC Web Axis homeowner portal.**

Please take a few minutes to read your letter from Graham, and **register for your new homeowner portal.** More information will be provided to you in the coming weeks. If you have questions or problems with the registration process – or other Association related matters - please contact Graham directly. Your Board of Directors is also available to assist you during this transition.

Sincerely,

Board of Directors
Willow Pointe Homeowners Association, Inc.

P.S. The Association's independent website (www.willowpointe.org) is a separate website maintained by the Board of Directors and is not affiliated with any management company. The Board of Directors will continue to post notices and other HOA-related information on this site for your convenience.

Willow Pointe
C/O Graham Management
1155 Dairy Ashford Suite 209
Houston, TX 77079
(713) 334-8000 |

7/28/2026

(Your Name Here)
(Address)
(City, State, Zip)

RE: (Willow Pointe Address and New Account Number Here)

Dear Willow Pointe Owner,

Graham Management is pleased to announce that your Board of Directors has selected our firm to manage Willow Pointe, effective **August 1, 2026**. We are eager to serve you!

This mailing provides you with information that will be helpful to the transition of your Association and its accounts to our management firm. Please reach out to our office regarding any questions or concerns you may have regarding the information below or included in this mailing. We are always happy to help.

TRANSITION EXPECTATIONS AND INFORMATION

Payments

Assessments are due on the first of every YEAR, and should now be made payable to:

Willow Pointe
C/O Graham Management
PO BOX 294196
Lewisville, TX 75029

Payments can also be made online in your new CINC Web Axis homeowner portal. Information on registration and account setup is included in this mailing for your convenience. If your Association has a late fee policy, we will incorporate a late fee/date after the transition month has passed August 31, 2026. Any previous balance/credit on your account with your current managing agent will also be added to our records after the transition month has passed.

Here to Serve You

Starting August 1, 2026, you can conduct Association business with our firm by contacting your community manager or by calling our office.

The community manager for your Association is Marc Wood, and they can be reached by calling our office line or e-mailing mwood@grahammanagementhouston.com

Willow Pointe
C/O Graham Management
1155 Dairy Ashford Suite 209
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Web Axis Registration Instructions:

1. <https://graham.cincwebaxis.com>
2. Click on register
3. Required Information:
 - Account number - See above
 - First and last name
 - Street name, city, state, and zip
4. Directory Listing: Please check off your preferences, this will be public to the community
5. Enter email
6. Input security symbols
7. Click register
8. Once you are approved, and email will be sent to finish the registration
9. Click on the link to reset your password
10. Once your password has been reset, you will then login using your email address and password created

Office Hours

Monday – Thursday 9 AM to 5 PM (CT)
Fridays 9 AM to Noon

Walk-In Hours

Monday – Thursday 10am-2pm
Fridays 10am-12pm

We are grateful for this opportunity to serve you and look forward to developing a long relationship with both your community Association and its members.

Sincerely,

Graham Management

On behalf of the Willow Pointe Board of Directors