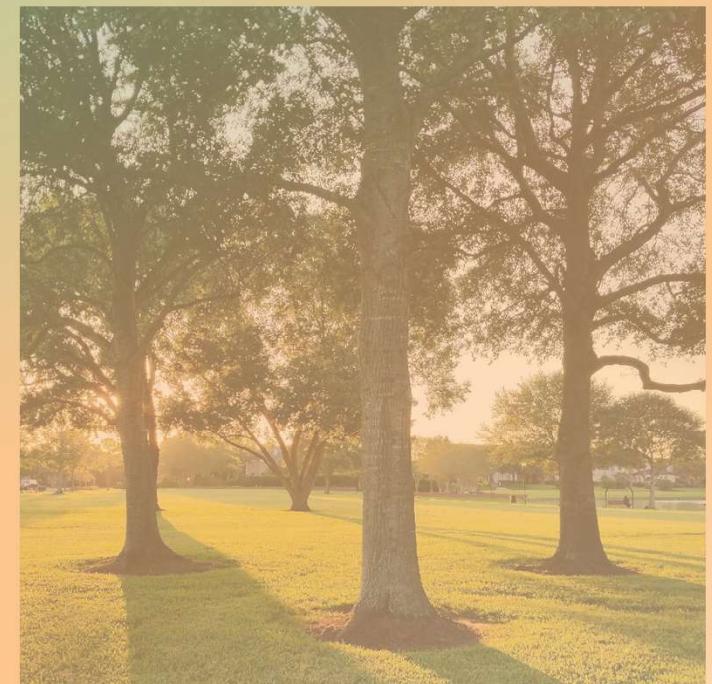


SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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- ❖ Introduction of the current board of directors and our lawyer and reading of the minutes from previous annual meetings not yet approved – **KATHY DOOLEY**
- ❖ Election of Directors – **HELEN BILYEU**
Introduction of known candidates – Homer Franklin, John Fisher, Wade Farge
Floor nominations?
- ❖ Understanding How Our Associations Work – **JOHN FISHER**
- ❖ Master and boards responsibilities – **RICK NELSON**
- ❖ Last approved financials – **KATHY DOOLEY**
- ❖ State of the Association – **VANESSA WILLIAMS**
- ❖ How you can participate – **HELEN BILYEU**
- ❖ 2026 Possible Projects – **KEVIN SHAW**
- ❖ Budget 2026 – **KATHY DOOLEY**
- ❖ Q&A While votes counted – **JOHN FISHER**
*** Please keep comments down to no more than 2 minutes.*
- ❖ Election Results – **KATHY DOOLEY**
- ❖ DOOR PRIZE – **HELEN BILYEU**



SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ Welcome & Introduction – KATHY DOOLEY

Community Manager – Kathy Dooley

President – Vanessa Williams (2027)

Vice President – Helen Bilyeu (2026)

Secretary – John Fisher (2025)

Treasurer – Rick Nelson (2026)

Director – Kevin Shaw (2027)

Attorney – Trisha Farine with Daughtry & Farine, P.C.

All positions hold equal voting weight at our meetings.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ Election of Directors – HELEN BILYEU

- **Homer Franklin**
- **John Fisher (incumbent)**
- **Wade Farge**

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ Understanding How Our Associations Work - JOHN FISHER

Our community is made up of **legally separate homeowners associations**:

- Southwyck Master HOA (Master Association)
- Section HOAs (Section 1, Section 4, and Section 5)

Each one is its own legal entity with its own board, own budget, own reserves, and its own financial and maintenance responsibilities.

What Section HOAs Do

- Maintain and manage their own property, according to their own governing documents.
- Create and approve their own budget, own reserve plans, and own assessments value.
- Are responsible for funding their own maintenance, repairs, and reserves.
- Approve Architectural Committee (ARC) requests and send out violation notices to homeowners.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ Understanding How Our Associations Work - JOHN FISHER

Where the confusion usually happens

Some homeowners believe that because the Master HOA collects all assessments at once, the Master can also use its funds to cover Section HOA expenses.

Our governing documents do not allow this.

Why funds cannot be shared or transferred

1. Different corporations

Each HOA is a separate legal entity - similar to separate companies.

One entity's money cannot be used to fund another entity's operations.

2. Restricted funds

Master assessments must be used only for Master HOA obligations.

Section assessments must be used only for Section obligations.

3. Fiduciary duty

The Master Board has a legal duty to protect Master funds for Master property — not to subsidize another corporation's shortfalls.

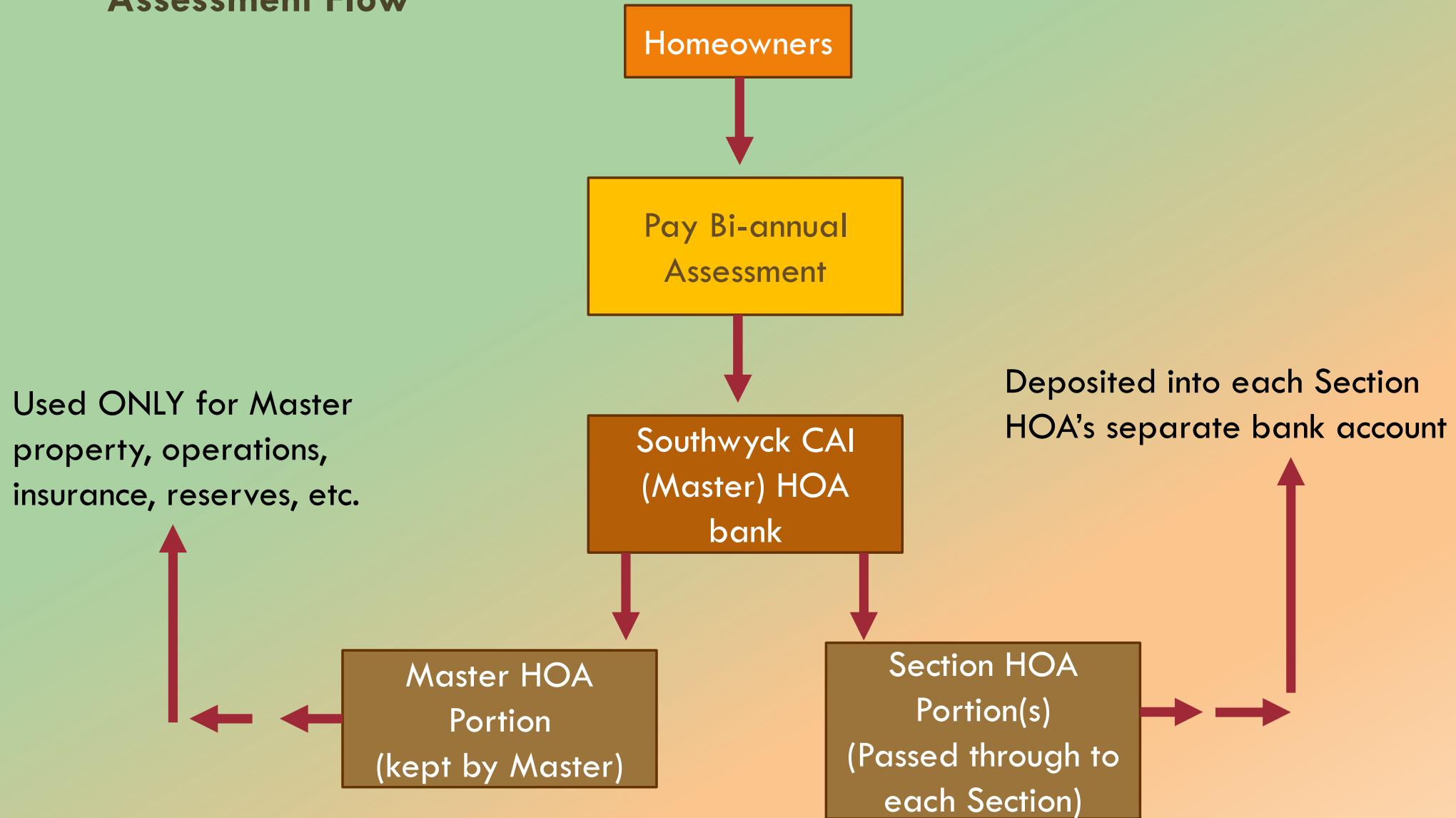
4. IRS and state compliance

Mixing funds between separate 501(c)(3) or nonprofit entities can create serious compliance and tax issues.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ Understanding How Our Associations Work – JOHN FISHER Assessment Flow



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❖ Master and boards' responsibilities – RICK NELSON

- **Collection of assessments.** Distribution of each section's portion of the assessments and retain the Master's assessment portion.
Sections and the Master set their own assessment amount each year. Interest on the section's late payments is given to the appropriate section.
- Come up with a **yearly budget** for our expenses and reserve contributions.
- **Landscape maintenance**, including but not limited to mowing, edging, blowing, plantings, mulching, pest control, irrigation system, and watering of 18 entrances and 2 parks.
- All costs associated with the **lighting and irrigation** for all 18 **entrances** and our 2 **parks**.
- **Tree trimming.**
- Repair/replacement of all **perimeter fences** along a major road.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

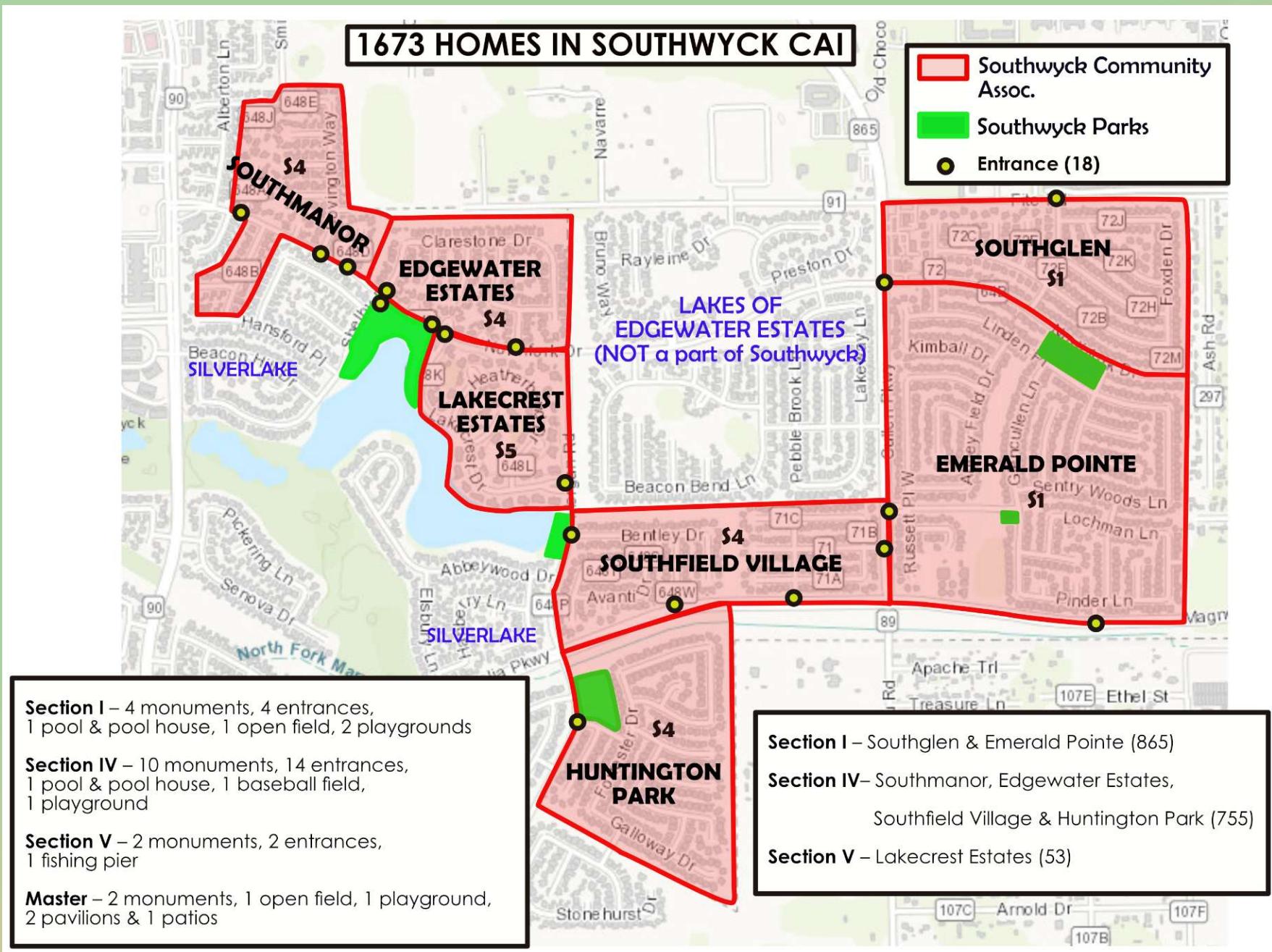
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❖ Master and boards' responsibilities (continued) – RICK NELSON

- **Park equipment** including play structures, sunshades, picnic tables, benches, swings, water fountains & foot washing station, volleyball court, sand box, sidewalks, trash cans and doggy stations in our 2 parks.
- Upkeep of the **lake, fountains and bulkhead** - cost sharing with Silverlake for lake chemicals and fountains only.
- Maintenance of **covered structures** and the 2 **patio structures** at our 2 parks.
- **Power washing** of entrances, fences, play equipment, patios/pavilions and graffiti removal.
- **Casualty insurance** for master and sections at no charge to sections.
- Directors and officer's **liability insurance** for the master board.

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❖ State of the Association – VANESSA WILLIAMS

Southwyck CAI hosted an All-Boards Meeting – an event open to all board members and property managers. These gatherings provide valuable opportunities to welcome new board members, strengthen connections, exchange ideas, and refresh our understanding of important HOA processes. They also offer a forum to address questions or concerns, share vendor recommendations, and encourage collaboration across all associations.

This October, board members from the Master Association as well as Sections 4 and 5 participated in a focused discussion led by Jacque Martin of Reserve Advisors. The session covered:

- An overview of reserve studies and why they matter
- Key components and structure of a reserve study
- The full reserve study process from start to finish
- How to interpret and apply reserve study results

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ How you can participate in our association – HELEN BILYEU

- **Community Events** – What kind of community events would you like to see us try? We are looking for low cost/no cost events that are community-oriented gatherings and not the “Disney World” experience that we can host at our lake park. If you have ideas, please email us at **directors@SouthwyckTexas.com**.
- **Projects** – throughout the year we have projects that we work on where we would like homeowner input. If you are willing to help, please let us know by emailing us at **directors@SouthwyckTexas.com**. When a project comes up where we need input, we'll contact you.
- **Report** – vandalism or damage to our property, malfunction of lights at our parks, fountains in lake, drinking fountain, irrigation leaks and such by emailing to **directors@SouthwyckTexas.com** or contacting Kathy Dooley, **kathy@cmsisolutions.com**, 281-480-2563.

Running a successful association requires teamwork.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ 2026 – Possible Projects – KEVIN SHAW

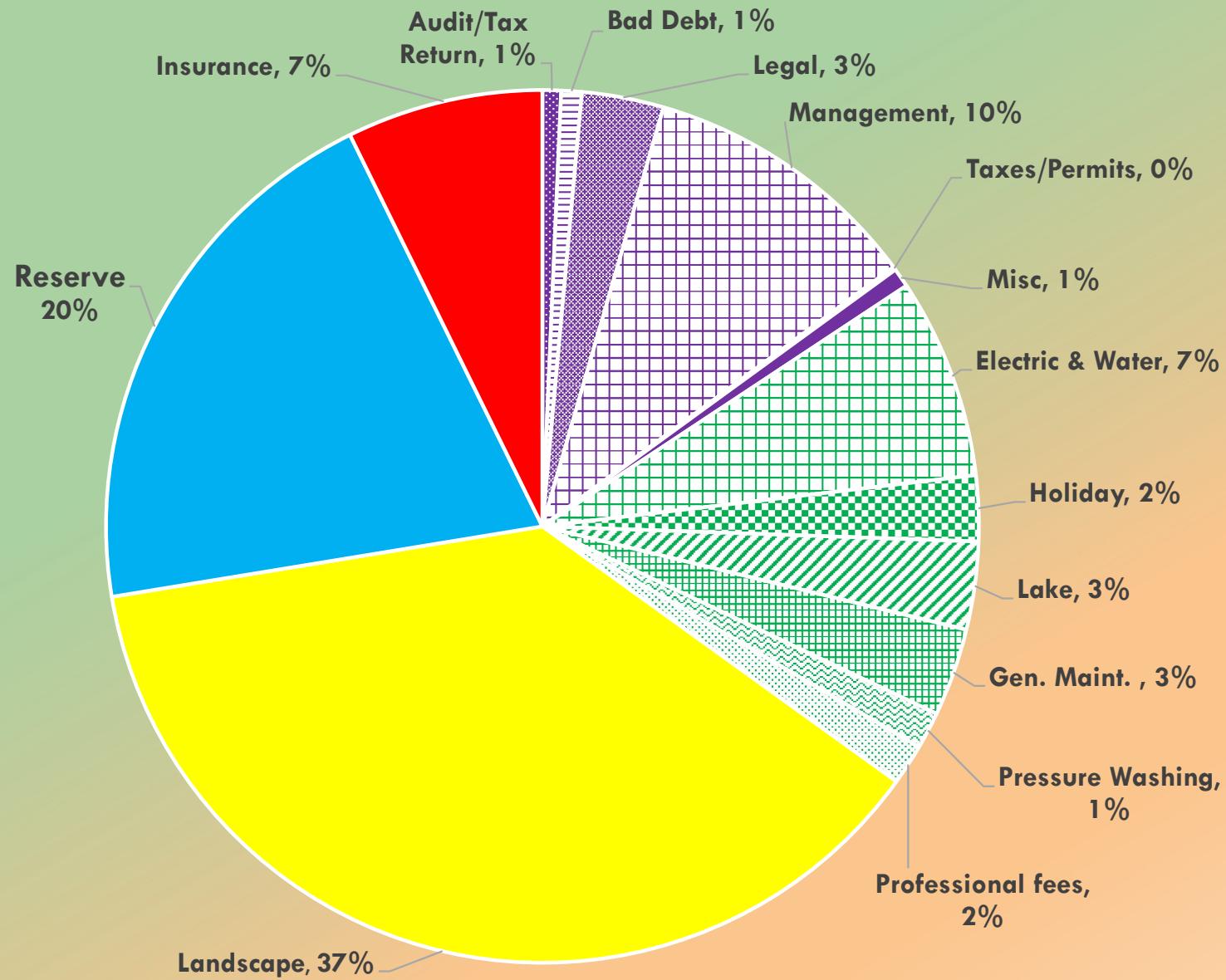
(Not listed by priority)

- Continue revolving power washing program for entrances and brick walls.
- Continue working on fence repairs.
- Replacing park equipment that is rusting.
- Tree trimming in 2 parks and removal of dead trees on our property.
- Irrigation repairs around the community.
- Work on the Southwyck Lake Park structures.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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❖ Budget 2026 – Kathy Dooley



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- ❖ **Q&A while votes are counted – JOHN FISHER**
- ❖ **Election Results – KATHY DOOLEY**
- ❖ **Door prizes – HELEN BILYEU**
- ❖ **Reminders:**
 - Board meetings are
1st Thursday of every month at 6:30 PM via Zoom.
Southwyck CAI's **next meeting February 5**.
 - Stay informed by checking our website for updates & make sure you sign up for eblasts.
 - We need volunteers for short time periods throughout the year.
Email directors@SouthwyckTexas.com if you would like to help.
- ❖ **PLEASE GET INVOLVED** with your community associations
either at the section level and/or master level. The Master and section boards
need your input and it helps you stay informed on what your association is doing.

SOUTHWYCK CAI ANNUAL MEETING – JANUARY 08, 2026

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The Southwyck CAI board thanks you for attending our annual meeting!

We challenge homeowners to try to attend at least a few of our monthly meetings a year or at the least stay informed by checking out website, www.SouthwyckTexas.com.

The first 30 minutes of each meeting is allocated for homeowner input. Our next board meeting is **Thursday, February 5 at 6:30 PM**.

If you have questions about Southwyck CAI, please email us at directors@SouthwyckTexas.com and we will try to answer any question you have quickly.

Thanks again for attending!