

# HUNTWICK

C i v i c   A s s o c i a t i o n ,   I n c .

**Annual Member Meeting**  
**Wednesday, February 19, 2025**  
**7:30 p.m.**

**Huntwick Clubhouse: 5300 Coral Gables Dr.**  
**Also, via Zoom:**

Zoom Link <https://bit.ly/hca-2025>

Meeting ID: 617 530 4944

Passcode: HCA2025



OR



*Your ballot is enclosed, so please vote!*

## **PROPOSITION #1 — DIRECTOR CANDIDATE BIOGRAPHIES**

**Kim Bell** and her husband Bob have called Huntwick home for over 30 years and raised three children in the community. Her over 40 years of Human Resources experience has helped her develop knowledge and skills that, coupled with enthusiasm for preserving Huntwick as a upscale neighborhood, make her a very worthy candidate. Many of the board members have worked with Kim on various community service projects and are eager to do so again on the HCA Board.

**Mark Norman** and his wife Alice have lived in Huntwick for 20 years. He has been serving as Maintenance director for the HCA since October 2020, filling a vacancy from the previous Director. Mark worked for National Oilwell Varco for 22 years, taking an early retirement in August 2019. Prior to living in Houston, he and family lived in Austin and Midland. Alice and he have been married for over 30 years and have adult children with accompanying grandchildren. They have loved Huntwick from the start and have not lived anywhere else in Houston. Mark and Alice are here to stay as they completed a major remodel, and it is Mark's pleasure to serve Huntwick.

**Scott Walker** and his wife Jessica Rogers have lived in Huntwick Forest since 2022. Scott has spent the last 10 years working in digital marketing and website design and in 2017 co-founded a boutique marketing agency for which he now serves as President. He and Jessica fell in love with the Huntwick Forest neighborhood since their very first house showing and were excited to join a tight-knit community with beautiful homes and tall shade trees. Scott has served on the Huntwick Civic Association Board for the past two years, working to launch the new Huntwick Residents portal on eUnify and the new Huntwick Forest website.

**John Davidson** and his family (wife Amy and sons Daniel, 22 and Ben, 20) have lived in Huntwick Forest for over 22 years. John previously served as the HCA deed restriction director for three years, HCA president for two years, Huntwick Patriots swim team president, and has been a Texas attorney for over 35 years. John has also been involved in each Huntwick Forest deed restriction amendment since 2002. Amy teaches at Providence Classical School and previously served on the HCA board. Daniel is a junior at Baylor University and Ben is a sophomore at Lipscomb University, and each spent years delivering the Huntwick Herald. John hopes to serve again.

**Henry "Hank" Matula** and his wife, Tanya, have been proud residents of Huntwick since 2003. Their adult sons, Brandon and Devon, now live in Fort Worth, pursuing careers in sports media and commercial real estate, respectively. Tanya is deeply committed to charitable causes and currently co-chairs fundraising initiatives for Emerging Grace Ministries. A native Texan, Hank was raised in Dickinson and earned a BBA in Finance from the University of Houston. He has built a career as a Wealth Management Advisor with Merrill Lynch, where he has served clients for over 30 years.

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## **PROPOSITION #2 — 2025 - 2026 Operating Budget**

Item	Notes	Budget FY2024	Estimated FYE2024	Proposed FY2025
<b>Income</b>				
Resident Service Fees (RSF)	Was \$70.28, now \$77.86/mo.	\$ 702,471	\$ 692,838	\$ 778,289
Annual Maintenance Fee (AMF)	Hold flat at \$166.18.	\$ 138,428	\$ 118,284	\$ 138,428
Event Income	Socials & luminaries, etc. (1)	\$ 13,000	\$ 13,985	\$ 13,000
Interest Income	Reserve Fund	\$ 16,000	\$ 19,742	\$ 17,480
Legal Awards	Collection efforts	\$ 8,000	\$ 6,247	\$ 6,000
Misc: Herald Adds			\$ 1,725	\$ 12,800
Resident Transfer Fees	Est. 40 homes per year (1)	\$ 10,000	\$ 13,167	\$ 10,000
<b>Total Income</b>		<b>\$ 887,899</b>	<b>\$ 865,988</b>	<b>\$ 975,997</b>
<b>Expense</b>				
Accounting	Billing Agent & Accounting	\$ 15,500	\$ 14,686	\$ 22,700
Administrative	Meeting supplies	\$ 1,500	\$ 3,010	\$ 1,600
Beautification	Plantings & lights	\$ 10,000	\$ 9,869	\$ 10,000
Community Relations	Memberships (CoC, TXHOA)	\$ 1,000	\$ 567	\$ 1,000
Deed Restrictions / Legal		\$ 15,000	\$ 21,692	\$ 20,000
Electricity		\$ 1,000	\$ 777	\$ 1,000
Events	Luminary, socials, etc.	\$ 11,000	\$ 13,016	\$ 11,000
Groundskeeping	Includes forced mowing	\$ 40,000	\$ 38,117	\$ 44,000
Herald	Editing and delivery	\$ 3,500	\$ 3,975	\$ 12,800
Improvements & Maintenance	BFV maintenance, etc.	\$ 6,000	\$ 5,000	\$ 5,000
Insurance		\$ 10,000	\$ 10,177	\$ 12,000
Resident Transfer Fees		\$ 10,000	\$ 12,517	\$ 10,000
Security Coordinator (Contract)	Directors take SC role	\$ 9,000	\$ 9,000	\$ -
Pest Control	Mosquito fogging	\$ 5,500	\$ 5,854	\$ 6,000
Software	eUnify	\$ 10,000	\$ 8,985	\$ 10,000
Trash & Security		\$ 702,471	\$ 593,388	\$ 778,289
Water	Irrigation	\$ 21,000	\$ 23,094	\$ 21,000
Web / Telephony / Postage	Website, 2 phones, postage	\$ 5,500	\$ 4,844	\$ 7,500
<b>Total Expense</b>		<b>\$ 877,971</b>	<b>\$ 778,567</b>	<b>\$ 973,889</b>
<b>Operating Surplus / (Deficit)</b>	(1) direct offset to expense	<b>\$ 9,928</b>	<b>\$ 87,420</b>	<b>\$ 2,108</b>

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### **PROPOSITION #3 — Capital Improvement to HCA Maintained Areas**

The Board of Directors of the Huntwick Civic Association, Inc. (“HCA Board”) recommends installing 7 new flower beds on the Champion Forest Drive medians. The medians along Champion Forest Drive, from Bermuda Dunes to FM1960, would be enhanced with flower beds of perennials and ornamental trees, similar in size and scope to similar existing beds, north of Bermuda Dunes to Strack Road, currently maintained by the Champions Community Improvement Association. Additionally, moderate redesign and repair of the existing irrigation system is included to maintain the vitality of hearty and decorative planting of such varieties as white crepe myrtles, red knock out roses, white spider lily agapanthus, blue walking iris and Japanese ardisia. Current project estimates provide for the completion of this work, and any associated planting and beautification, work along Champions Forest, with no additional assessment to HCA Members, but rather current liquidity and a draft from the Reserve Fund not to exceed \$75,000.

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# BALLOT

Huntwick Civic Association, Inc. Annual Meeting  
Wednesday, February 19, 2025  
Huntwick Clubhouse 5300 Coral Gables Dr.

Also via Zoom:

Link: <https://bit.ly/hca-2025>

Meeting ID: 617 530 4944

Passcode: HCA2025

## INSTRUCTIONS

**THIS BALLOT CONTAINS Three (3) SEPARATE PROPOSITIONS.**

**Eligibility** – Every homeowner in Huntwick is a Member of Huntwick Civic Association, Inc. Only one vote per household will be counted.

### Methods of Voting:

- **By Absentee Ballot:** You may submit your absentee ballot to Marielle Spin, HCA Secretary, at 5503 Westerham Place **before 6:00 p.m. on Wednesday, February 19, 2025.**

**By casting your vote via absentee ballot, you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted for the final vote on these measures. If you desire to retain this ability, please attend any meeting in person or vote electronically (details below). You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.**

- **Electronic Ballot:** You may submit your ballot electronically by (1) visiting the website <https://huntwickforest.com/hca-ballot-2025>, (2) completing the electronic ballot, and (3) submitting the ballot.

Electronic voting will end on Wednesday, February 19, 2025, when all in person ballots are collected.

- **In Person:** In person voting will take place during the Huntwick Annual Meeting at the designated time.
- **By Proxy** – You may assign your proxy to any Huntwick homeowner in attendance at the annual meeting or to the HCA Secretary, Marielle Spin at 5503 Westerham Place. ***If you wish to execute your proxy, DO NOT complete this ballot.***

**Please complete your ballot for Propositions nos. 1-3 and complete the signature block. ALL BALLOTS MUST BE SIGNED TO BE VALID.**

**Please note that any modification to the ballot, other than a valid floor nominee for a Board of Directors position, nullifies the ballot.**

**PROPOSITION #1 — DIRECTOR ELECTIONS – HCA Board**

**Please vote for five (5) Directors.** You may vote for the following candidates, as submitted by the Nominating Committee, or you may write in an approved floor nominee. **Please see the Candidates Bio page 2.**

**Note: All nominees placed in nomination from the floor at the annual meeting must have given prior consent to serve before being placed in nomination.**

<b>Kim Bell</b>	<b>For: _____</b>
<b>Mark Norman</b>	<b>For: _____</b>
<b>Scott Walker</b>	<b>For: _____</b>
<b>John Davidson</b>	<b>For: _____</b>
<b>Henry “Hank” Matula</b>	<b>For: _____</b>
<b>Floor Nominee: _____</b>	<b>For: _____</b>
<b>Floor Nominee: _____</b>	<b>For: _____</b>

**PROPOSITION #2 — 2025-2026 Operating Budget**

The HCA Board recommends the proposed HCA Budget for 2025-2026 to Members and requests your vote in approving the budget.

**Proposed HCA Budget for 2025-2026      FOR \_\_\_\_\_      AGAINST \_\_\_\_\_**

**PROPOSITION #3 — Capital Improvement to HCA Maintained Areas**

The HCA recommends installing 7 new flower beds on the Champion Forest Drive medians, from Bermuda Dunes to FM1960.

**Capital Improvements      FOR \_\_\_\_\_      AGAINST \_\_\_\_\_**

**HCA Member (Please Print) \_\_\_\_\_      Date \_\_\_\_\_**

**HCA Member Signature \_\_\_\_\_**

**Address (Please Print) \_\_\_\_\_**

**Telephone Number \_\_\_\_\_**

**BALLOT MUST BE SIGNED TO BE VALID**

**Official Proxy  
HCA Annual Meeting, February 19, 2025**

**You should only complete this proxy if:**

- You cannot attend the Huntwick Civic Association Annual Member Meeting;
- You cannot/do not wish to complete an absentee ballot prior to the Annual Member Meeting; and
- You wish to have another Huntwick homeowner cast a ballot on your behalf. \*\*

**DO NOT complete a ballot. The person to whom you have granted your proxy (your “proxy holder”) will complete and cast your ballot on your behalf. Your proxy holder must bring this completed proxy form to the Annual Member Meeting to cast a ballot on your behalf.**

\*\* The Huntwick by-laws permit each proxy that is brought to the Annual Meeting to be counted as a “resident” for purposes of determining if the necessary quorum of residents is present in order to convene the annual meeting. **Proxies are important to establishing a quorum.**

Given the virtual nature of this year’s Annual Member Meeting, please make sure your proxy holder is prepared to send an electronic copy of your completed proxy form by text or email to those counting ballots during the Annual Member Meeting.

I certify that I have chosen \_\_\_\_\_ as the proxy holder for my  
**(Name of Huntwick Homeowner)**

Residence, for the purpose of casting my ballot at the Huntwick Civic Association, Inc. Annual Member Meeting on February 19, 2025. This proxy is valid only for the purpose of casting my ballot at the Annual Member Meeting and will expire immediately upon the adjournment of the Annual Member Meeting.

**HCA Member (Please Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**HCA Member Signature** \_\_\_\_\_

**Address (Please Print)** \_\_\_\_\_