

# Westpark Village Maintenance Fund

## Notice of Annual Meeting of Members

**DATE: Thursday, March 9, 2023**

**TIME: 6:30 PM**

**PLACE: 3412 Truckee, Houston, TX 77082**

This shall serve as formal notice to all members of Westpark Village Maintenance Fund of the 2023 Annual Meeting of Members to conduct business as follows:

- I. Call to order and Confirmation of Quorum
- II. Introductions
  - A. Board Members
  - B. Management Company
- III. Approval of prior year Annual Meeting Minutes
- IV. Election of Directors
  - A. Introduction of Nominees
  - B. Vote
- V. Financial Report
- VI. Community Overview
- VII. Homeowner Open Forum
- VIII. Election Results
- IX. Adjournment

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To conduct business, a quorum of 10% must be present in person, through online voting, or through absentee ballot. If you are unable to attend the meeting, please complete your absentee ballot return it no later than noon on Wednesday, March 8, 2023, by mail, email, or fax to:

Westpark Village Maintenance Fund  
P.O. Box 219320, Houston, Texas 77218-9320  
Fax: 281-579-7062  
Email: [kelleyw@crest-management.com](mailto:kelleyw@crest-management.com)

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Each member is entitled to 1 vote per lot. Cumulative voting is not permitted.

To make paying online easier and to access up to date account information and electronic community forms, please register at [www.crest-management.com](http://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.

## **How & Where to Vote**

Dear Westpark Village Homeowners,

For this year's Annual Meeting, there will be 3 options to cast your vote. We will be offering in-person voting, Absentee Ballot Voting, and electronic voting using a third-party representative.

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](http://www.crest-management.com) will receive an email invitation to vote from the community voting site. If you do not receive an email by February 23, 2023, please contact Westpark Village's Assistant Manager, Andi, by emailing [andit@crest-management.com](mailto:andit@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, 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 Andi for your registration code.

Thank you in advance for your continued support for Westpark Village Maintenance Fund, Inc.

BOARD OF DIRECTORS  
WESTPARK VILLAGE MAINTENANCE FUND, INC.

**WESTPARK VILLAGE MAINTENANCE FUND, INC.**  
**2023 ANNUAL MEETING OF MEMBERS**  
**ELECTION OF DIRECTORS**  
**ABSENTEE/ELECTRONIC BALLOT NOTIFICATION**

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By casting your vote via absentee, 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 on the final vote on these measures. If you desire to retain this ability, please attend the meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail. This absentee ballot can be used at any rescheduled, reconvened, or continuation of the Annual Meeting, should quorum not be present, and the meeting cannot be held.

I (We) hereby cast our vote for election to the Board of Directors of Westpark Village Maintenance Fund, Inc. There are five (5) positions available for election to the Board of Directors for a three (3) year term. In the case of duplicate ballot submissions, the ballot with the most recent date will be used and all others disqualified. Current candidate information to follow this page. Please only circle two names below:

Tena McGowan (Incumbent)

My "Thomas" Phan (Incumbent)

Quorum Only

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**All absentee/electronic ballots must provide the following information in its entirety to be qualified and accepted:**

Printed Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please make sure all of the above information is complete or your ballot will be disqualified.**

**This form must be returned no later than close of business on Wednesday, March 8, 2023, via mail, email scan or fax to:**

**Westpark Village Maintenance Fund, Inc.**  
**c/o Crest Management Company**  
**PO Box 219320**  
**Houston, Texas 77218**  
**Fax: 281-579-7062**  
**Email: [kellyw@crest-management.com](mailto:kellyw@crest-management.com)**

### **Tena McGowan**

Hi! I'm Tena McGowan. I'm a passionate homeowner, a homemaker, loving wife, friend, and mother to 2 under 3. I've lived in Westpark Village for 3 years now and have loved seeing the improvements I've been able to contribute to as a current board member. As a mother, my goal is to improve the community to make it safer, cleaner, and more enjoyable for future and current generations. As a neighbor, I would love to get to know you better and implement your requests and needs into our community. Westpark Village is so diverse, and I feel the improvements should represent the residents. I have loved serving on the board since I moved here in 2020 and hope to serve for many more years!

Experience: My experience that will aid as a board member includes financial literacy, pool maintenance, people skills, and 3 previous years as a board member and 1 year as board president.

Goals: My first goal is to save the money of property owners in Westpark Village. I would also like to beautify and clean up the neighborhood and return it to its days of glory! I hope to unite the community through events and social activities. Finally, I'd like to see these improvements increase property value.

### **My "Thomas" Phan**

My name is My Phan. But friends and associates call me Thomas. I am a semi-retired Sr. Mechanical engineer - having worked for Halliburton for more than 15 years and for Schlumberger for some 14 years. I now focus on independent consulting.

My lovely wife Chi and I have resided in our Westpark Village home since 1999. We have brought home three healthy babies and raised them in this very house. Our youngest is now sixteen.

I would like to once again serve on the WPV board of directors to help design the best possible community of the future for them and all residents of Westpark Village.