

SOUTHGATE PROPERTY OWNERS ASSOCIATION
100 WEST MOORE ROAD, #91
Pharr, TX 78577

A Community of Friends 55 Years of Age or Older

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Dear Southgate Property Owners Association Members:

The Annual Membership Meeting of the Southgate Property Owners Association (SPOA) will be held on Saturday, February 1, 2020. Registration will begin at 9:00 a.m. and the meeting will be called to order at 9:30 a.m.

This particular Board of Directors pride themselves with the knowledge of Texas Property Code §209 and the several other laws that govern Southgate. We have been able to defend the challenges that have been received during the past year without special assessments for legal fees. Our Attorney advises us that our Dedicatory Instruments are very well written and are an excellent tool to protect us from frivolous lawsuits or demand claims.

The SBOD wishes to thank the volunteers who have stepped up and contributed their time and talents for the benefit of this entire community. Southgate would not be the beautiful place it is without our volunteers.

Your Board of Directors and our Office Manager have devoted countless hours and have worked diligently to provide you with a safe, comfortable and very beautiful community. Our property values continue to hold well and according to the realtors we work with, our community is a "showplace."

This year your SBOD concentrated our efforts to upgrade many existing problems that are found in older communities. Upon discovering mold in the office, it was remediated and renovated to remove any components that contained mold. The office had not been painted for at least 20 years and after the mailboxes were removed, the office did not give the impression to potential buyers that we should all desire. Since the office is sometimes the first impression a potential buyer will be exposed to on their initial visit it needed to be renovated to not only protect the health of all who enter the office but also for aesthetic reasons.

The Annual Membership Meeting packet will again this year be sent electronically for those who have a registered email. Those without email will be delivered a hard copy of the packet. Currently, there are four positions that are open on the Board of Directors. I'm pleased to announce that we have seven (7) candidates who submitted letters of intent to volunteer to serve on the board. Their letters of intent are attached to the electronic packet.

Candidates will not be accepted from the floor per the Section 5.4 of the Bylaws of our Dedicatory Instruments.

The terms that are available are:

- 1 3-year term,
- 1 2-year terms
- 2 1-year terms

Please feel free to contact any member of the Board with questions you may have regarding this electronic packet.

Please plan to be counted at the Annual Membership Meeting where your attendance will show your support of a unified community. If you are unable to attend the meeting, please complete the Designated Proxy form. You may direct your proxy as to how your vote may be cast or you may choose to allow the proxy to vote as he/she prefers. Vote for up to four candidates.

Refreshments will be served during the registration period from 9:00 – 9:30 a.m. You are required to check in with the registration desk upon entering the clubhouse using your legal signature as found on the sign-in sheet.

Sincerely,

George Herrington
SBOD President

TO: SPOA

FROM: SBOD

REFERENCE: Fiscal Year 2019 Annual Meeting Documents

Dear Association Member:

Attached you will find various documents that will be referenced at the 2020 Annual Membership Meeting that will cover the 2019 fiscal year.

To save you preparatory costs, this packet is being sent electronically to all owners who have registered an email with the Southgate Office. For those of you without email accounts our Annual Meeting Packet will be available on our web site at <https://www.southgateliving.com/Ownerspage>. A packet will be hand delivered to those without email. The contents of the packet will be shown using a projector during the meeting for reference as these documents are discussed.

DESIGNATED PROXY FORMS:

If you are not planning to attend the meeting, please complete the Designated Proxy form. Proxy forms are also available in the office on Wednesday and Friday from 9-11 a.m. or you may contact any board member to receive a printed copy.

You may choose any member of the SBOD or any Association Member of your choice to cast a ballot on your behalf during the meeting. On the Proxy Designation form, you may cast a vote by not voting for more than four (4) candidates or if you leave the candidate section not marked, you are giving your Proxy the right to vote as they prefer in your behalf.

Proxies must be submitted to the office before the Annual Membership Meeting is called to order. All proxies not considered emergency proxies must be submitted to the Election Chairperson not later than 5:00 p.m. on January 31, 2020. Failure to submit proxies by the requested time could cause the meeting to be postponed to provide ample time to verify the proxies before the meeting is called to order.

The Proxy must be submitted in a SEALED envelope addressed to the Election Chairperson – George Herrington. “PROXY” should be written on the outside of the sealed envelope. Your lot number must appear in the upper left-hand corner of the sealed envelope. Assigned Proxy Holders will receive ballots on February 1, 2020 for the proxies assigned to them.

ANNUAL MEETING QUORUM:

Annual Membership Meetings require a quorum of the Association Members present for the meeting to take place. If you are not able to attend the meeting, your Designated Proxy will allow you to be counted as part of the quorum.

Upon entering the Clubhouse, you are required to sign in to record your presence. To be valid, you must sign the attendance sheet so that it exactly matches your typed name. This is the

name found on the Hidalgo County Tax Roll which is the method that our Dedicatory Instruments state must be used to establish a quorum and is the name stated on your property's warranty deed.

CONDUCTING THE ANNUAL MEMBERSHIP MEETING:

The SBOD will be conducting the Annual Membership Meeting according to Robert's Rules of Order. It is a more formal way to conduct meetings. Therefore, anyone wishing to speak during the Open Forum must sign up to speak and is limited to speaking one time for up to two minutes. The President will call on speakers in the order they signed the sheet. Please keep comments to issues that concern all Association Members – personal issues will not be addressed at the Annual Membership Meeting. You are encouraged to call the President of the SBOD to schedule a meeting to discuss private concerns.

Please keep in mind that statements should be researched and verified by the speaker as correct by reading the Dedicatory Instruments before commenting in a public setting. If you have questions or concerns regarding this Annual Membership Meeting Packet please contact a member of the Board.

ATTACHMENTS:

- Official Notice: Announcing the Annual Membership Meeting
- SBOD President's Letter
- SBOD Letter of Explanation and Procedures for the Annual Membership Meeting
- Agenda
- 2019 Annual Membership Meeting Minutes
- Designated Proxy Form
- Copies of Letters of Intent to Serve on the Board of Directors.

There are four (4) openings on the Board for 2020. You may vote for up to four of the following candidates:

- DeOchoa, Viola
- Driscoll, Daniel
- Juvera, Carmen
- Morelos, Balentin
- O'Donohue, Linda
- Pioveson, Bradley
- Yardley, Phyllis
- Major Accomplishments – Projects completed in 2019
- Projected Projects scheduled for 2020
- Financial

Balance Sheet Report – January 1, 2019 – December 31, 2019

Profit and Loss Report - January 1, 2019 – December 31, 2019

Budget vs. Actual Report - January 1, 2019 – December 31, 2019

Proposed Budget for 2020

If you have questions or concerns regarding the contents of your Annual Membership Electronic Packet, please contact any member of the Board. We are looking forward to the Annual Membership Meeting held in the Clubhouse on Saturday, February 1, 2020 at 9:00 a.m.

Southgate Board of Directors

George Herrington, President

Linda M. O'Donohue, Vice President

Phyllis Yardley, Secretary

Balentin Morelos, Member at Large