

**RIVER FOREST CIVIC ASSOCIATION, INC.  
SPECIAL MEETING OF THE MEMBERS  
AUGUST 31, 2022**

**BALLOT**

The undersigned Member of River Forest Civic Association, Inc. (the "Association"), being entitled to vote at the Special Meeting of the Members on August 31, 2022, hereby casts my vote(s) as set forth below. No vote shall be cast for any issue(s) not marked below.

**Effective September 1, 2021, Texas law restricts members of a homeowners' association's board of directors, and their spouses and household members, from serving on the association's architectural control committee. In order to comply with this law and ensure that the Association has enough volunteers to staff the Board of Directors and the ACC committee, the Board recommends approval of the following amendments to the governing documents for River Forest:**

**BALLOT ISSUE No. 1**

The Bylaws of the Association currently provide for a seven-member Board of Directors comprised of a President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Immediate Past President. This is reflected in various provisions of the Bylaws cited below. The Deed Restrictions provide that the Second Vice President and Third Vice President are specifically tasked with performing the duties of the architectural control committee.

**ARTICLE III**

Section 2. Special Meeting

The President, or in his/her absence, in succession, the First Vice President, or the Second Vice President, or the Third Vice President, or any three members of the Board of Directors, or twenty five percent (25%) of the members of the Association upon written request to the Board of Directors, shall have authority to call a special meeting of the Association.

\* \* \*

Section 4. Place of Meeting

All meetings of the membership of the Association shall be held at such place as shall be designated by the President, or in his/her absence, in succession, the First Vice President or the Second Vice President or the Third Vice President or any three members of the Board of Directors or twenty five percent (25%) of the members of the association.

**ARTICLE IV**  
Board of Directors

Section 1. Number and Term of Office

The Board of Directors of the Association shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President.

\* \* \*

Section 4. Special Meetings

A special meeting of the Board of Directors may be held at any time or place in Harris County, Texas upon the call of the President, or in his/her absence, in succession, the First Vice President, or the Second Vice President, or the Third Vice President, or any three members of the Board of Directors, upon twenty four (24) hours notice in writing or by telephone giving the time and place and reason for such meeting. Attendance at any meeting shall constitute waiver of notice thereof.

**ARTICLE V**  
Officers

Section 1. Number and Term of Office

The officers of the Association shall consist of a President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer, all of whom shall be elected by the members.

\* \* \*

Section 3. Absence of the President

In the absence of the President, or if the President is unable or refuses to act, or at the discretion of the President, the First Vice President shall perform the duties of the President. In the absence of both the President and First Vice President, the Second Vice President shall perform the duties of the President and in the absence of the President and First Vice President and Second Vice President the Third Vice President shall perform the duties of the President.

\* \* \*

#### Section 5. Duties of the Second Vice President

It shall be the duty of the Second Vice President to aid both the President and the First Vice President in the performance of their duties, and in the absence of these officers, to act in their stead. The Second Vice President shall act as Treasurer in the absence of the Treasurer.

#### Section 6. Duties of the Third Vice President

It shall be the duty of the Third Vice President to aid the -President, the First Vice President and Second Vice President in the performance of their duties, and in the absence of these officers, to act in their stead. The Third Vice President shall act as the Secretary in the absence of the Secretary.

#### Section 7. Duties of the Secretary

The Secretary shall keep the membership rolls and the minutes of all meetings of the members. The Secretary shall have the custody of the Seal of the Association ,and shall perform the usual duties pertaining to such office. In the absence of the Secretary or in his/her inability or refusal to act, or at the direction of the Secretary, any or all of the functions of the Secretary may be performed by the Third Vice President or such other person as may be designated by the President or Acting President.

#### Section 8. Duties of the Treasurer

The Treasurer shall collect and receive all membership fees, dues, and other monies due and belonging to the Association and shall have the custody of all funds, securities, and deeds of title thereof. The Treasurer shall endorse for collection, on securities, and deeds of title thereof. The Treasurer shall endorse for collection, on behalf of the Association, checks, notes and other obligations, and shall deposit the same to the credit of the Association at such bank or banks or depository as the members may designate. The Treasurer shall disburse the funds of the Association under the direction of the President. Whenever required by the members and at no longer intervals than one year, the Treasurer shall render a statement of accounts and shall enter regularly in the books of the association to be kept by the Treasurer for that purpose, full and accurate accounts of all moneys received and disbursed and shall perform all duties incident to the office of the Treasurer. In the absence of the Treasurer or in his/her inability or refusal to act or at the discretion of the Treasurer, the functions of the Treasurer shall be performed by the Second Vice President or such other person as may be designated by the President or acting President.

**ARTICLE VI**  
Election of Officers

\* \* \*

Section 3. Cessation of Membership of the  
Second Vice President, Third Vice President,  
Treasurer and Secretary

In the event that the Second Vice President, Third Vice President, Treasurer, or Secretary ceases to become a member in good standing or becomes a nonresident, his/her office shall be vacated and filled by appointment by the President or Acting President to complete the remainder of the term of office.

**Motion to amend the Bylaws of the Association to reduce the number of members of the Board of Directors to five and remove all references to a “Second Vice President” and “Third Vice President” of the Association as follows:**

**ARTICLE III**

Section 2. Special Meeting

The President, or in his/her absence, the First Vice President, or any three members of the Board of Directors, or twenty five percent (25%) of the members of the Association upon written request to the Board of Directors, shall have authority to call a special meeting of the Association.

\* \* \*

Section 4. Place of Meeting

All meetings of the membership of the Association shall be held at such place as shall be designated by the President, or in his/her absence, the First Vice President, or any three members of the Board of Directors, or twenty five percent (25%) of the members of the association.

**ARTICLE IV**

Board of Directors

Section 1. Number and Term of Office

The Board of Directors of the Association shall consist of the President, First Vice President, Secretary, Treasurer and Immediate Past President.

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### **ARTICLE V** **Officers**

#### Section 1. Number and Term of Office

The officers of the Association shall consist of a President, First Vice President, Secretary and Treasurer, all of whom shall be elected by the members.

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#### Section 3. Absence of the President

In the absence of the President, or if the President is unable or refuses to act, or at the discretion of the President, the First Vice President shall perform the duties of the President.

\* \* \*

#### Section 5. Duties of the Second Vice President

[DELETED]

#### Section 6. Duties of the Third Vice President

[DELETED]

#### Section 7. Duties of the Secretary

The Secretary shall keep the membership rolls and the minutes of all meetings of the members. The Secretary shall have the custody of the Seal of the Association, and shall perform the usual duties pertaining to such office. In the absence of the Secretary or in his/her inability or refusal to act, or at the direction of the Secretary, any or all of the functions of the Secretary may be performed by such other person as may be designated by the President or Acting President.

#### Section 8. Duties of the Treasurer

The Treasurer shall collect and receive all membership fees, dues, and other monies due and belonging to the Association and shall have the custody of all funds, securities, and deeds of

title thereof. The Treasurer shall endorse for collection, on securities, and deeds of title thereof. The Treasurer shall endorse for collection, on behalf of the Association, checks, notes and other obligations, and shall deposit the same to the credit of the Association at such bank or banks or depository as the members may designate. The Treasurer shall disburse the funds of the Association under the direction of the President. Whenever required by the members and at no longer intervals than one year, the Treasurer shall render a statement of accounts and shall enter regularly in the books of the association to be kept by the Treasurer for that purpose, full and accurate accounts of all moneys received and disbursed and shall perform all duties incident to the office of the Treasurer. In the absence of the Treasurer or in his/her inability or refusal to act or at the discretion of the Treasurer, the functions of the Treasurer shall be performed by such other person as may be designated by the President or acting President.

**ARTICLE VI**  
**Election of Officers**

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Section 3. Cessation of Membership of the  
Second Vice President, Third Vice President,  
Treasurer and Secretary

In the event that the Treasurer, or Secretary ceases to become a member in good standing or becomes a nonresident, his/her office shall be vacated and filled by appointment by the President or Acting President to complete the remainder of the term of office.

\_\_\_\_\_ **I vote for this item.**

\_\_\_\_\_ **I vote against this item.**

**BALLOT ISSUE No. 2**

Section 4 of the Deed Restrictions of the Association regarding Architectural Control currently provides that the Architectural Control Committee shall be comprised as follows:

<p>4.      ARCHITECTURAL CONTROL</p> <p style="text-align: center;">*      *      *</p> <p>The Architectural Control Committee shall be comprised as follows:</p> <p>        (i)      The party who is, at any given time, the then current incumbent First and Second Vice Presidents of the Association; and the immediate Past President of the Association.</p>
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**Motion to amend Section 4 of the Deed Restrictions as follows:**

**RESTRICTIONS**

4. ARCHITECTURAL CONTROL

\* \* \*

The Architectural Control Committee shall be comprised as follows:

(i) By individuals appointed by the majority vote of the Board of Directors, who need not be Members of the Association but who may not be a spouse of or reside with any member of the Board of Directors.

\_\_\_\_\_ **I vote for this item.**

\_\_\_\_\_ **I vote against this item.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

River Forest Address: \_\_\_\_\_, Houston, Texas 77079

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

Ballots (one per household) may be cast in person or by absentee ballot. Absentee ballots must be received 6 p.m. on August 29, 2022, and may be submitted as follows:

1. Scanning or taking a photo of your ballot and emailing it to office@lonestarcommunitygmt.com
2. Mailing to: River Forest Civic Association, 1903 Vermont St., Houston, TX 77019
3. Personal delivery to a block captain:

Jenny Teixeira (Cardinal)  
 Mary Marquardsen (Carolcrest)  
 Chip Saegert (Cindywood)  
 Joan Cupic (Heatherfield)  
 Ingrid Shurn (Heatherfield)  
 Jason Saunders (Kellywood)  
 Drew Szilagyi (River Forest)