

**RIVER FOREST CIVIC ASSOCIATION, INC.
ANNUAL & SPECIAL MEETING OF THE MEMBERS
MARCH 22, 2022**

BALLOT

The undersigned Member of River Forest Civic Association, Inc. (the "Association"), being entitled to vote at the Annual & Special Meeting of the Members on March 22, 2022, hereby casts my vote(s) as set forth below. No vote shall be cast for any issue(s) not marked below.

BALLOT ISSUE No. 1

Section 3 of the Amendment and Restatement of Deed Restrictions of River Forest Subdivision ("Declaration") currently reads:

3. LAND, USE AND BUILDING TYPE

No lot shall be used for any purpose except for single family residential purposes. The term "residential purpose" as used herein, excludes hospitals, clinics, duplex houses, apartment houses, boarding houses, halfway houses, hotels and commercial and professional uses, whether from homes, residences or otherwise, and all such uses of the lots are expressly prohibited. No building shall be erected, altered, placed or permitted to remain on any lot other than one single family dwelling not to exceed three stories in height and one private garage for not more than three cars and permitted accessory structures; provided, however, that bona fide servants' quarters may be attached to either house or garage, such quarters to contain no more than 15% of the square feet in the principal building. Any servants' quarters attached to main residence must be in rear of same. No rent nor income may be derived from such accommodation. No house shall be permitted on a lot or portion of any lot consisting of less than eight thousand (8,000) square feet.

Motion to amend Section 3 of the Declaration as follows:

3. LAND, USE AND BUILDING TYPE

No lot shall be used for any purpose except for single family residential purposes. The term "residential purpose" as used herein, excludes hospitals, clinics, duplex houses, apartment houses, boarding houses, halfway houses, hotels and commercial and professional uses, including short-term rental uses (e.g., AirBnB, VRBO, and similar), whether from homes, residences or

otherwise, and all such uses of the lots are expressly prohibited. No building shall be erected, altered, placed or permitted to remain on any lot other than one single family dwelling not to exceed three stories in height and one private garage for not more than three cars and permitted accessory structures; provided, however, that bona fide servants' quarters may be attached to either house or garage, such quarters to contain no more than 15% of the square feet in the principal building. Any servants' quarters attached to main residence must be in rear of same. No rent nor income may be derived from such accommodation. No house shall be permitted on a lot or portion of any lot consisting of less than eight thousand (8,000) square feet.

_____ **I vote for this item.**

_____ **I vote against this item.**

BALLOT ISSUE No. 2

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 including:

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 be a member of the Architectural Control Committee. 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

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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 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 and ratify 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 and to formally record the Bylaws, as amended, in the Real Property Records of Harris County, Texas.

_____ I vote for this item.

_____ I vote against this item.

BALLOT ISSUE No. 3

ANNUAL ELECTION OF THE BOARD OF DIRECTORS

Five positions are available on the Association Board of Directors. Please vote for no more than one candidate for each position:

President

_____ Todd Ivey
_____ (write-in)

First Vice President

_____ Justin Ong
_____ (write-in)

Secretary

_____ Shannon Saegert

_____ (write-in)

Treasurer

_____ Michael Lowe

_____ (write-in)

Signature

Date

Name: _____

Phone: _____

River Forest Address: _____, Houston, Texas 77079

Email: _____