**Frequently Asked Questions and Answers- Annual Meeting 2017**

Q: **When and where will the Annual Meeting be held?**

A: The Annual Meeting of the Fairmont Park Homes Association, Inc., a non-profit corporation incorporated under the laws of the State of Texas, will be held at Fairmont Park Church 10401 Belfast Road at 7:30 PM on December 4, 2017.

Q: **Who can attend and vote at the Annual Meeting?**

A: Only members of the Fairmont Park Homes Association, Inc. may attend and vote at the Annual Meeting. Members are owners of record of improved and unimproved building sites as shown on the maps or plats of all sections of Fairmont Park Addition. Ownership of the lots will be determined as posted on the Harris County Appraisal District Website. Owners of record are entitled to notice of and vote at the Annual Meeting. The Harris County Appraisal District listing, as of close of business on December 4, 2017 is the only proof of ownership that will be considered by the Board of Directors at the meeting. In accordance with corporate bylaws, it shall be incumbent upon all members to establish their rights to membership of this corporation by establishing their listing at HCAD. (FPHA By-Laws, Article lll Membership of Corporation- Section 1). If attending the meeting, it is incumbent upon the owner to provide proof of identity as the owner of the property, through picture ID which includes the name and address of the owner of record.

Q: **What should members do now in order to vote at the Annual Meeting?**

A: If a contested election is held, lot owners of record (HCAD) as of December 4, 2017 may vote by completing, signing, dating, and returning the enclosed proxy and ballot. (If there is no election, only a Proxy is required for the purpose of a quorum.) If you are signing over your proxy to someone else you must name that person in the space provided on the proxy and mail it to the address on the back of the proxy ballot. The proxy will be given to that individual named at the beginning of the meeting; however proxies will only be used for the purpose of a quorum. Other proxies brought to the meeting by individuals will not be recognized nor accepted.

You may vote in person by attending the annual meeting. If you plan to attend the annual meeting and wish to vote in person, you will be given a ballot at the annual meeting.

NOTE: No proxies will be processed at the door of the meeting this year. Due to the need to validate, count, and process votes and proxies, the cut off of receiving proxies will be December 4, 2017 at 5 PM. Proxies must be delivered to the La Porte Post Office. The FPHA, Inc. Post Office Box will be emptied at 5 PM December 4, 2017 for processing. Proxies received after that time and date will not be considered valid, however you may attend in person that same day at 7:30 PM December 4, 2017.

Q: **Can I change my vote after I have mailed my ballot?**

A: Yes, if you are the lot owner of record, you can change your vote before the election at the Annual Meeting by: Delivering a signed written notice of revocation to the FPHA Secretary prior to 5:00 PM December 4, 2017 or by mailing it to the FPHA P.O. Box addressed to

FPHA Secretary- Proxy Revocation and signing and delivering a new, valid ballot bearing a later date, to the attention of the FPHA Secretary prior to 5 PM December 4, 2017. A new valid ballot may be obtained by calling the FPHA Secretary at 281-417-5819 NLT November 24, 2017 to permit delivery and processing. You may attend the Annual meeting and vote in person, although your attendance alone will not revoke your ballot. All ballot issue actions will stop at the call for a vote at the meeting December 4, 2017. Only those holding valid ballots at the start of the meeting at 7:30 PM will be entitled to vote. All votes will be in writing and according to Texas law- Not secret.

Q: **What constitutes a valid proxy for this corporation?**

A: Only Proxies mailed to owners of record at the time of mailing by the Fairmont Park Homes Association, Inc. will be considered as valid. No proxies created by others will be considered as valid as there is no way the corporation can attest to the legality, validity or origin of other proxies.

Q: **What are Members at the Annual Meeting voting on?**

A: The purpose of the meeting is to elect three directors and to transact such other business as may be properly brought before the meeting. (Article IV Section 2 Annual Meeting)

Q: **What constitutes a Quorum at the Annual meeting?**

A: Members holding (1/10) of the votes entitled to be cast (101 votes) represented in person or by proxy. If such quorum is not present or represented, the meeting will be adjourned and reconvene without notice other than announcement at the meeting and the quorum thereat or present or represented is considered the new quorum. At such reconvened meeting only the election of directors may be transacted.

Q: **Can Annual Maintenance Charges be changed at the Annual meeting?**

A: No. In your Warranty Deed, it states The property conveyed is subject to an annual maintenance charge at the rate not to exceed 4 mills per square foot (except Section 3 which is set at $36/lot) for the purpose of creating a fund to be known as “Maintenance Fund” to be paid by grantee and assigns in conjunction with a like charge to be paid by the owners of other lots in said Section, to Fairmont Park Homes Association, Inc.

Q: **What may the Maintenance Fund be used for?**

A: In your deed, it states that “The annual charge shall apply the total funding arising from the charge, so far as it may be sufficient, toward payment of maintenance expenses incurred for any or all the following purposes: Lighting improvements and maintaining streets, parks, parkways, esplanades, subsidizing bus service, collecting and disposing of garbage, ashes, rubbish and the like; employing policemen and watchmen, caring for vacant lots, providing and maintaining recreational facilities, and doing any other thing necessary of desirable in the opinion of Fairmont Park Homes Association, Inc, to keep the property neat and in good order”

Q: **Bylaw changes have been submitted to the Board, why do we not see them as an action item for the Annual meeting?**

A: Directors evaluate all by law changes submitted by members. Those that, in the opinion of the board, negatively impact the subdivision or have the potential to destroy the ability of the Corporation to function will not be promulgated at FPHA, Inc. expense. This does not preclude members from sending out by law change recommendations at their own expense.

Q: **Will the members be permitted to address the board and members present?**

A: Yes, The Board seeks evaluation of its performance as a Corporation and welcomes suggestions for improvement. Due to time constraints, each member expressing a desire to address the board will be limited to 3 minutes.

Q: **What is the official agenda of the Annual Meeting?**

A: The official FPHA 2017 Annual meeting Agenda for December 4, 2017 is as follows;

Establishment of a Quorum through attendance and proxy

President’s Report Jo Ann Pitzer

Deed Restriction Officer’s Report Heather Perry

Canvas of Three Directors to serve a three year term

Adjournment

Next Regular Meeting of the Board is December 18, 2017