

LAKEWOOD FOREST FUND, INC.

12415 Louetta Road

Cypress, TX 77429

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www.lakewoodforestfund.com

**2019 ANNUAL MEETING AND SPECIAL MEETING OF MEMBERS
INFORMATIONAL PAMPHLET**



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**2019 NOTICE OF ANNUAL MEETING OF MEMBERS
AND
2019 NOTICE OF SPECIAL MEETING OF MEMBERS**

Notice is hereby given that the Annual Meeting of Members of Lakewood Forest Fund, Inc. will be held at the time and place identified below:

Date: Monday, January 7, 2019
Time: 7:00 -8:30 pm (registration to commence at 6:30 PM)
Place: Lakewood Residents' Club
15006 Lakewood Forest Drive
Houston, TX 77070

The Annual Meeting and Special Meeting are events which allow Board Members and homeowners of the community to gather and discuss important issues concerning the neighborhood. This is your opportunity to become involved in your community by electing board members, voting on issues placed in front of the membership, providing input on issues that you would like to see addressed in order to maintain the integrity of our neighborhood and to learn how your assessment dollars are being spent.

Seven (7) Trustees manage the affairs of the Fund and each Trustee is elected for a term of two (2) years. Out of seven (7) positions, four (4) positions will be expiring at the 2019 Annual Meeting, therefore, an election will be held to fill these seats. As per Section 209.00591(a) of the Texas Property Code, any owner may run for an open position regardless of which section they reside in. Individuals listed on the enclosed proxy expressed their interest to serve as a Trustee prior to publication of this notice, the proxy and electronic ballot. Their biographical information can be found on the Association's website along with any other individual(s) who expressed interest after the published deadline date of October 31st. The website is www.lakewoodforestfund.com then select "Document Library", then select "Annual Meeting Info".

Even though the notice soliciting candidates has expired, if you decide that you want to run for a position on the Board, nominations will be taken from the floor at the meeting. You can also provide the Fund Office with a biography via email which will be posted to the website prior to the meeting.

AGENDA OF ANNUAL MEETING OF MEMBERS

1. Establishment of Quorum and Call to Order
2. Introduction of Board of Trustees
3. Constable Report
4. Review of Prior Year Minutes
5. Year in Review Report
6. Nomination and Election of Trustees
****Nominations from the floor / Introduction of candidates / Casting of ballots****
7. Treasurers Report
8. Open Forum
9. Election Results
10. Adjournment

2019 NOTICE OF SPECIAL MEETING OF MEMBERS

Notice is hereby given that the Special Meeting of Members of Lakewood Forest Fund, Inc. will be held at the time and place identified below:

Date: Monday, January 7, 2019

Time: 8:30 pm (or upon conclusion of Annual Meeting of Members)

Place: Lakewood Residents' Club
15006 Lakewood Forest Drive
Houston, TX 77070

In order to avoid the Association's Annual Meeting conflicting with sporting events, such as the NCAA College Football Playoff National Championship Association, a Special Meeting will be held immediately following the 2019 Annual Meeting of Members in order for the members to vote on the Second Amendment to the Restated By-Laws (see following page) which, if approved, will allow the Annual Meeting of the membership to be held on any Monday in the first quarter, with proper notification as outlined in the Texas Property Code, at 7:00 o'clock p.m., for purposes of electing Trustees and for the transaction of such other business as may come before the membership.

AGENDA OF SPECIAL MEETING OF MEMBERS

1. Establishment of Quorum and Call to Order
2. Vote on Second Amendment for the Restated Bylaws of Lakewood Forest Fund, Inc.
3. Election Results
4. Adjournment

SECOND AMENDMENT FOR THE RESTATED BY-LAWS OF LAKEWOOD FOREST FUND, INC.

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF HARRIS §

This is the Second Amendment for the Restated By-laws of Lakewood Forest Fund, Inc. (the “First Amendment”).

WHEREAS, a certain instrument entitled Restated By-Laws of Lakewood Forest Fund, Inc. (“By-Laws”) was recorded and filed in the Official Public Records of Real Property of Harris County, Texas, Doc. No. 529-75-3557 through 529-75-3569.

WHEREAS, a certain instrument entitled First Amendment for the Restated By-laws of Lakewood Forest Fund, Inc. was recorded and filed in the Official Public Records of Real Property of Harris County, Texas, Doc. No. RP-2018-33624.

WHEREAS, a majority of a quorum of the Members present, in person, or by proxy, at a Special Meeting approved of this Second Amendment.

NOW, THEREFORE, Article III, Section 1 is deleted in its entirety, and hereby replaced with the following:

ARTICLE III

MEETINGS OF MEMBERS

Section 1. Annual Meetings. The Annual Meeting of the membership shall be held on any Monday in the first quarter, with proper notification as outlined in the Texas Property Code, at 7:00 o’clock p.m., for purposes of electing Trustees and for the transaction of such other business as may come before the membership. Upon completion of voting for Trustees, the Board of Trustees (at its discretion by majority vote) may adjourn the meeting, without notice other than announcement at the meeting, and reconvene the Annual Meeting on a later date for the purpose of announcing the election results. If the day of the Annual Meeting is a legal holiday in the State of Texas, the Annual Meeting shall be held on the next succeeding business day. Additional regular meetings of the membership may be scheduled by the Board of Trustees at its discretion, if such meetings are deemed necessary.

ELECTRONIC VOTING INFORMATION

As per 209.00592 of the Texas Property Code, Lakewood Forest will be offering an electronic voting option this year through a third party. An electronic ballot may be counted as an owner present and voting for the purpose of establishing a quorum only for items appearing on the ballot.

- Electronic voting maximizes participation
- Voting online saves money
- Voting online saves time and eases vote management
- Electronic voting is private and secure
- Electronic voting is environment friendly

Electronic voting will open at 5:00 PM CST, Tuesday, November 27th, 2018

- An email will be sent to each owner that has an email supplied in the association owner data file asking them to vote. The message will include a registration code and the voting site link.
- Owner(s) who have not registered their emails with the association, will not receive the original email. However, each owner may still vote electronically by following the steps listed below:
(1) Contact Fund Office (gm@lakewoodforestfund.com or 281-370-8943) to request unique "registration code"
(2) Proceed to the following webpage, <https://lakewoodforestfund.ivotehoa.com> , and clicking on the registration button on the bottom of the page
(Not yet registered for online voting? [CLICK HERE](#) to get signed up)

Electronic voting will end at 5:00 PM CST, Wednesday, January 3rd, 2019

QUORUM AND ADDITIONAL VOTING INFORMATION

In order for the Association to conduct official business, a quorum of 5%, which is 131 lot owners, must be present at the meetings, either in person, by proxy or by electronic ballot. If such quorum shall not be present or represented at the meetings, the Members entitled to vote thereat shall have the power to reconvene the meetings and the presence, either in person, by proxy or electronic ballot, at the reconvened meeting of the Members entitled to cast at least 3% of the votes shall constitute a quorum. The proxies and electronic ballots from the initial meeting can be used at any reconvened meeting.

ONLY (1) owner per lot is entitled to cast a vote through ONLY one of the following three options listed below:

Option 1: By electronic ballot (unless owner attends meeting to vote in person, voting in person supersedes any vote submitted by absentee or electronic ballot)

Option 2: In person at the meetings

Option 3: By proxy (proxy is revocable at any time before it is exercised, and the undersigned reserves the right to attend the Annual Meeting and Special Meeting and vote in person). If you are unable to attend, please submit your proxy via any of the methods identified below:

- Via email to: gm@lakewoodforestfund.com
- Via mail to: Lakewood Forest Fund, Inc.
12415 Louetta Road
Cypress, TX 77429
- Deliver to Fund Office located at 12415 Louetta Road (may drop in mail slot located on front door of building)
- Send proxy to Annual Meeting via neighbor/representative

Since we have to validate the proxies, we would like to receive the proxies prior to the annual meeting so that this can be done before the annual meeting takes place. If we receive a large number of proxies at the annual meeting, we will tabulate the votes at the meeting, but we will not announce the results of the election until after we validate the proxies, therefore, pursuant to Article III Section 1 of the Bylaws we will adjourn the meeting after the voting and tabulation of votes has taken place, and reconvene it at a later date to announce the election results. The election results will also be announced on the website.

Questions may be directed to Fund Office at 281-370-8943 or via email to gm@lakewoodforestfund.com

We look forward to your participation to make this a successful meeting.

Sincerely,

Paul Marshall, President
Boe Bowen, Vice President
Bobbi Munz, Secretary
Scott Johnson, Treasurer
Bob Lewis, Trustee
Michael Lindauer, Trustee
Sandy Matto, Trustee
Board of Trustees
Lakewood Forest Fund, Inc.