

**PARC LAKE ESTATES HOMEOWNERS ASSOCIATION INC.
FORMAL NOTICE OF 2017 ANNUAL MEETING**

The Association of Parc Lake Estates will hold its Annual Meeting for all members on:

DATE: Tuesday, November 28, 2017
TIME: 7:00 PM to 8:00 PM (Sign in at 6:45)
PLACE: CHATEAU POLONEZ
12612 Malcomson Road
Houston, TX 77070

This meeting will provide information about what your Homeowner's Association is all about, services the organization provides to its members, and how you as a member may get involved. The following Agenda describes the topics that will be discussed at the meeting.

BUSINESS AGENDA

Call to Order and Announcement of Quorum

- Introduction
- Adoption of Agenda
- 2017 Financial Report
- 2018 Residential Assessment
- Architectural Review Committee (ARC)
- 2016-2017 Accomplishments
- Pending Projects:
 - Traffic median in exit gate
 - Email alias for residents; informal communication
 - Development of the amphitheater area
- Board vacancy and election discussion for next annual meeting
 - Nominating Committee
- Parking Policy update
- Open Forum
- Adjournment

The By Laws of the association require that at least ten percent (10%) of the members be present to constitute a quorum. If you are unable to attend the meeting, please sign the enclosed proxy and mail or fax it to Sterling Association Services, Inc. no later than 3:00 p.m. on November 27, 2017.

*****Only comments and questions regarding the association or its common area will be addressed at this meeting. Open Forum questions are to limited to (2) minutes per person. For questions or concerns regarding your property, account or a letter you received please contact Sterling ASI to discuss at a later date.***