

# White Oak Landing Community Improvement Association, Inc.

MINUTES OF THE 2017 ANNUAL MEETING OF MEMBERS  
WHITE OAK LANDING COMMUNITY IMPROVEMENT ASSOCIATION, INC.  
HELD NOVEMBER 14, 2017 AT 7:00 P.M. AT WHITE OAK LANDING PARK PAVILION

Attendees:

## Board of Directors

Ken Easterling  
Garrett Long  
Fritz Lang  
David Stouffer  
Jon Alksne

## Inframark Management Services

Melissa Klak, Community Manager  
Casandra Sadberry, Administrative Assistant

Pursuant to the meeting notice attached hereto as Exhibit "A", an Annual Meeting of Members for White Oak Landing Community Improvement Association, Inc. was held on Thursday, November 14, 2017

### **I. Call to Order**

The meeting began at 7:00p.m a quorum of 10% of members was not met. In accordance with Article III, Section 4 of the Amended By-Laws the meeting adjourned and was immediately reconvened at 7:03pm and members counted as present severed and confirmed quorum

### **II. Introductions**

Community Manager, Melissa Klak, began the meeting with introductions of the attendees to include the association staff and Board Members.

### **III. Election of Directors**

Mrs. Klak announced there were two open positions for the Board of Directors. The floor was then opened for nominations, no nominations from the floor were present, floor was closed, and ballots collected. Mrs. Klak stated that Kenneth Easterling and Garrett Long were running to serving on the Board for another term. Upon a motion duly made, and approved, Jon Alksne and David Stouffer were elected by majority vote.

### **IV. Community Updates / Management Updates**

Mrs. Klak announced that the replacement of the park fence was currently underway. The previous wood fence is being replaced by an 8 foot concrete fence. She explained that there was also an extensive amount of overgrown shrubbery and trees that was removed at rear of the park, which was removed due to the possible damage it could cause to the new fence.

Mrs. Klak reported, as reflected on the 2018 Budget, Capital Expenses itemized for possible camera installation which could potentially be license plate cameras at the entrance and bullet style cameras at the pool/pavilion areas. Additionally, the removal and replacement of the Monument and Marque. The Board has reviewed various proposals and is continuing to explore options for such improvements. A final decision on these improvements has not been made.

Mrs. Klak announced that beginning November 6, 2017 Houston Harris Division Patrol would begin two 30 minute patrols on various days between the hours of midnight and 5am. Mrs. Klak proceeded to introduce Mr. Lloyd Foley with HHDP. Mr. Foley further detailed that the officer is to watch all traffic and report license plates of all vehicles driving through the subdivision during the patrol period. A sign will be posted in the community that identify the community is patrolled and a phone number for residents to contact to file a report of any suspicious activity.

**V. Financial Overview**

Mrs. Klak summarized the 2018 approved budget, as indicated on the meeting hand-out Exhibit "B" It was announced that the assessment rate would increase to \$560.00 for 2018.


**VI. Q&A**

Mrs. Klak opened the floor questions and answers. Open discussion included some of the following topics:

- More Community Events
- Speeding concerns
- Lack of Annual Meeting Attendance
- Swim at your own risk option

**VII. Adjourn**

A motion was made, duly seconded and carried to adjourn at 8:01pm

  
\_\_\_\_\_  
President, Kenneth Easterling

1/25/17  
\_\_\_\_\_  
Date

# Exhibit A

## NOTICE OF 2017 ANNUAL MEETING OF MEMBERS WHITE OAK LANDING SECTION III COMMUNITY IMPROVEMENT ASSOCIATION INC.

This is a public notice to all members ("Members") of the White Oak Landing Section III C.I.A, Inc. (the "Association") to advise of the annual meeting of the Association ("Annual Meeting"). In order to conduct official business, a quorum must be present either in person or by proxy. The quorum requirement is ten (10%) of the total votes.

**This Annual Meeting will be held on Tuesday, November 14, 2017 at 7:00 P.M.**  
Sign in to begin at 6:30pm

LOCATION: **White Oak Landing - Park Pavilion**  
**Houston, TX 77065**

The purpose of the Annual Meeting is to address the following topics:

1. Election of two (2) Resident Directors —for a term of three (3) years or in accordance with Article 3. Section 2 of the By-Laws.
2. Financial Presentation
3. Community Updates
4. Question & Answer
5. Adjourn

All Members are cordially invited and urged to attend. The election will be by written ballot. **If you are unable to attend the Annual Meeting**, please return your Proxy/Directed Ballot via mail or fax so that it is received no later than 5:00 p.m. on November 13, 2017, at the following address:

White Oak Landing Section III CIA  
c/o Planned Community Management, Inc.  
2002 W Grand Parkway N; Suite 100  
Katy, Texas 77449  
Fax: (281) 870-9170

Alternatively, you may send your Proxy/Directed Ballot with your designated representative for filing with the Secretary of the Association during the registration portion of the Annual Meeting.

Your Proxy/Directed Ballot may be limited to use for the purpose of qualifying a quorum, designating an open proxy or to direct your proxy how to vote on your behalf. Please properly complete, date and sign your Proxy/Directed Ballot in order for it to be counted. Do not select more than one (1) option. Please call the Management office at 281-870-0585 if you have any questions.

**Each lot owned by an Owner Member is assigned one (1) vote. As there are two (2) director positions available, Owner Members shall vote for two (2) director candidates for each lot owned. In order to be eligible to vote, you must be an Owner Member on 5:00 p.m. on November 13, 2017 which shall be noted as the record time and date for determining eligibility.**

**PROXY / DIRECTED BALLOT**  
**White Oak Landing Section III Community Improvement Association, Inc.**

I, the undersigned, a member of the **White Oak Landing Section III Community Improvement Association, Inc.**, do hereby appoint, Kenneth Easterling, President, (unless another person is otherwise named in this space) \_\_\_\_\_ my true and lawful attorney-in-fact and proxy ("Proxy holder"), to vote my directed ballot, if so indicated, in my place and stead on my behalf, as though I myself were present, with power of substitution, at the annual meeting of the above named Association on Tuesday, November 14, 2017 at 7:00 p.m., and/or any recall meeting which may be held within ten (10) months from this date, at the location defined on the notice of such annual meeting or at any recall meeting that may be held for the purpose described in said meeting notice.

Please select **ONLY one (1)** of the following:

- Quorum Only.** This proxy is to be used for quorum only purposes; or
- Open Proxy.** I authorize my Proxy holder, with the right of assignment, to vote on my behalf and to represent me as though I was personally attending the meeting, or
- Directed Ballot.** I authorize, my Proxy holder, with the right of assignment, to vote on my behalf, as directed below, and to represent me as though I was personally attending the meeting. Please cast my vote as indicated below.

Select **ONLY two (2)** candidates from the list below.

Nominees:	Position
<input type="checkbox"/> Kenneth Easterling _____	Director/ Incumbent
<input type="checkbox"/> Garrett Long _____	Director/ Incumbent
<input type="checkbox"/> _____	Write-In
<input type="checkbox"/> _____	Write-In

(Please only select TWO)

**PLEASE complete the following (REQUIRED):**

Owner Member: First and Last Name *(please print clearly)* \_\_\_\_\_

Owner Member's signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Address *(please print clearly)* \_\_\_\_\_

**Please submit only ONE per household.**

In order to be valid, this Proxy/Directed Ballot **MUST** be completed, dated, signed and returned to the Planned Community Management, Inc., 2002 W Grand Parkway N; Suite 100, Katy, Texas 77449 (Fax No. 281-870-9170) so that it is received by the Association on or before November 13, 2017 at 5:00 p.m. or delivered to the President of the Association during the registration portion of the annual meeting on November 14, 2015.

*\*If you will be attending the annual meeting, You **DO NOT** need to return this Proxy/Directed Ballot and you **DO NOT** need to bring it with you to the annual meeting. Official ballots will be handed out at the annual meeting for those who will be in attendance.\**

# Exhibit B

## WHITE OAK LANDING COMMUNITY IMPROVEMENT ASSOCIATION

Tuesday, November 14, 2017

7:00 p.m.

White Oak Landing  
Park Pavilion

### 2017 Annual Meeting of Members

#### AGENDA

The purpose of this meeting is to discuss and review the following topics:

- I. Confirm Quorum & Call to Order (7:00 p.m.)
- II. Introductions
- III. Election (2 Members)
- IV. Community Updates
- V. Financial Overview
- VI. Questions & Answer
- VII. Adjourn