

Parkway Katy Homeowners Association, Inc.
A Texas Non-Profit Corporation

October 8, 2008

Dear Homeowner:

There will be a transition meeting of the members of the Parkway Katy Homeowners Association, Inc. on **Sunday, November 16, 2008 at 2:30pm-4:00pm at Redeemer Community Church, located at 24201 Cinco Ranch, Katy, TX 77494.** The meeting will be held for the following purpose:

1. To elect a five (5) member interim Board

Please find the following enclosed:

1. An agenda for the transition meeting
2. Candidate Profile form for those individuals interested in serving on the interim Board

All persons interested in serving on the interim Board are asked to submit a Candidate Profile form to the Association's webmaster Codi Long at 25122 Bretonwood Lane, Katy, TX 77494 or fax no. 281-392-2281. All forms are due to be RECEIVED BEFORE 10/31/08 and will be uploaded to the Parkway Oaks Association's website for all homeowners to review. The website address is: <http://pakway-oaks.tripod.com>

The purpose of the interim Board of Directors is to allow the new board time to review the affairs of the previous association, receive bids and put into place a realistic budget, which will bring Parkway Oaks up to par prior to the association being fully turned over to the homeowners. This is believed to be in the best interest of the community as this allows the future Board members the ability to ask questions and understand what will be required of them from a business standpoint as well as understand what the homeowners will be expecting from them. The official take over of the community will occur on January 1, 2009. During the interim Board period no member serving on this Board will be given a title. After the transition, the members of the Board will determine the offices of each Board member according to the association's Bylaws and then can also set up committees as it deems necessary.

Please arrive at the meeting thirty minutes early in order to sign in and receive all pertinent materials for the meeting. This meeting will promptly commence at 2:30 p.m. and will adjourn by 4:00 p.m. Should you have any questions or concerns, please feel free to contact me at 281-281-343-9178.

Regards,


Shontele Redeaux

Community Manager

Spectrum Association Management, LP

contact@spectrumam.com

Parkway Katy Homeowners Association Inc.

INTERIM BOARD APPOINTMENT MEETING AGENDA

November 16, 2008

- I. Call to Order**
- II. Introduction of Candidates**
 - a. Each Candidate will be given five (5) minutes to speak
- III. Election of Interim Board Member**
 - a. Nominations From the Floor
 - b. Final Introduction of all Candidates
 - c. Voting
 - d. Announcement of Results
- IV. Adjournment**

Parkway Katy Homeowners Association, Inc.
2008 Special Meeting

Proxy

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Homeowner in the Parkway Katy Homeowners Association, Inc., does hereby constitute, authorize, and appoint: **(please check one of the options below)**

☐ Option #1 _____ (name) (someone who will attend the meeting on your behalf)

☐ Option #2 A Director of the Board who is not running for re-election for both voting and quorum purposes as the Proxy for the Homeowner to act on behalf of Homeowner at the Special meeting of members of the Parkway Katy Homeowners Association, Inc., and at any adjournment of the Special meeting or any subsequent meeting called to conduct or complete the Special meeting.

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

The Proxy shall have full power to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

Unless sooner terminated, this Proxy shall terminate automatically upon the final adjournment of the Special meeting for which it is given.

EXECUTED this _____ day of _____, 2008

Owner's Name (Printed)

Signature of Owner

Owner's Property Address

Parkway Katy Homeowners Association, Inc.
Interim Board Member Profile

FORM MUST BE COMPLETE & TURNED IN BY OCT. 31, 2008

NAME:	DAYTIME PHONE NUMBER:
ADDRESS:	EVENING PHONE NUMBER:

PLEASE TELL US ABOUT YOURSELF:
(SPOUSE, KIDS, HOBBIES/INTERESTS, ETC.)

PLEASE WRITE PAST EXPERIENCES/WORK THAT QUALIFIES YOU FOR A
VOLUNTARY POSITION ON THE BOARD OF DIRECTORS:

WHAT WOULD YOU LIKE TO DO FOR THE ASSOCIATION?

THE ASSOCIATION'S NOMINATING COMMITTEE REVIEWS THIS CANDIDATE PROFILE FORMS. YOU WILL THEN BE
PLACED ON THE BALLOT FOR VOTING AT THE TRANSITION MEETING.

PLEASE MAIL THIS PROFILE FORM TO CODI LONG AT THE ADDRESS BELOW
OR FAX IT TO (281) 392-2281.

Codi Long
25122 Bretonwood Lane
Katy, TX 77494
Email: parkwayoaks@gmail.com

Form is also available at community website:
<http://pakway-oaks.tripod.com> – "Homeowner's Association" link