

Lake Houston Community Association
c/o Goodwin & Co., Inc.

Notice of Annual Meeting, Election & Open Meeting with Absentee Ballot

Date: **Wednesday, November 12th, 2025**

Time: **5:30 PM CST**

Place: **Kingwood Branch Library 'Barbara Williamson Children's Activity Room'**
4400 Bens View Lane, Kingwood, TX 77339

Absentee Ballots:

Absentee ballots may only be submitted to **Lake Houston Community Association Community Manager** using one of the designated methods listed below. Absentee ballots **cannot** be handed to Board members, homeowners, or candidates. Any ballot delivered by a Board member, homeowner, or candidate will be considered **void** and **will not be counted** for this election.

- Email to your Community Manager at HLHCmanager@goodwintx.com
- Mail:
Lake Houston Community Association
C/O Goodwin & Company
ATTN Community Association Manager
28420 Hardy Toll Road, Suite 210
Spring TX 77373

If a homeowner submits an absentee ballot and subsequently wishes to cast an in-person ballot, the absentee ballot will be marked as a **duplicate** and **will not be counted**. Only the in-person ballot will be counted for this election.

Write In Votes:

- Any homeowner being nominated as a write-in candidate **must verify** that they accept the nomination. If the nominee is not present at the meeting, a **phone number** should be provided for confirmation.
- For write-in nominees on absentee ballots, verification must also occur **before the ballot is submitted**. If confirmation cannot be obtained, the absentee ballot will be **voided**.

INSTRUCTIONS FOR VOTING BY ABSENTEE BALLOT:

To vote by absentee ballot, please complete the attached form (**Absentee Ballot**) and return it by **1:00 PM CST on Tuesday, November 11, 2025**. Timely submission of this form helps ensure a **quorum** is reached to hold the meeting and elect homeowners to the **Board of Directors**.

- **Absentee Ballot** – The absentee ballot allows homeowners to cast their vote without attending the meeting. Proper submission of the absentee ballot ensures that your vote for a candidate is **counted** in the Board of Directors election and contributes to establishing a quorum at the meeting. **Candidates and Board members are not permitted to submit your absentee ballot on your behalf.**

