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COUNTY OF HARRIS

This Membership Voting Policy for Fall Creek Homeowners Association, Inc. (the "Policy") is adopted by the Fall Creek Homeowners Association, Inc. (the "Association"), a Texas Non-Profit Corporation.

WHEREAS, pursuant to Section 209.00592 of the Texas Property Code was recently modified to require (at a minimum), members of a homeowners association be permitted to vote at a membership meeting by proxy, absentee ballot or electronic ballot.

NOW THEREFORE, the Association hereby adopts a Membership Voting Policy as follows:

- 1.) The Association shall have the sole authority to promulgate all ballots, absentee ballots, proxy forms, electronic ballots or other instruments ("Voting Instruments") for use in Association wide votes or elections and the Association may not accept any other form of these instruments in connection with an Association vote or election.
- 2.) The Association may include copies of Voting Instruments for use in Association wide votes or elections in the notice of said meeting. Members shall otherwise be entitled to obtain from the Association copies of said unexecuted Voting Instruments.
- 3.) All Voting Instruments must be signed and dated by the member executing said instrument. Unsigned or undated instruments may be deemed invalid and may not be counted toward quorum and/or totals in a vote or election.
- 4.) Voting Instruments may be submitted to the Association electronically, by mail or in person not later than one business day prior to the election or vote to which they pertain. Voting Instruments may also be submitted at the meeting to which they pertain prior to the close of voting.
- 5.) Electronic submission of executed Voting Instruments may include e-mail submission or facsimile transmission of said Voting Instrument to the respective email address or fax number listed for such purpose on said instrument promulgated by the Association. Electronic submission of said Voting Instruments shall also include an electronic transmission made through a secured exchange available through the Association's website.

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- 6.) Voting Instruments may also be mailed to the principal office address of the Association as listed on the Voting Instrument. If mailing, Voting Instruments must be received not later than one business day prior to the Election or Vote to which they pertain.
- 7.) Votes cast by proxy may only be cast in person by the proxy holder at the meeting for which said proxy is effective.
- 8.) Voting shall be permitted by proxy, absentee ballot or electronic ballot.

EFFECTIVE DATE: 9/1/25

Authorized Board Member Signature: *Jennifer Grillo*
JENNIFER GRILLO

Date: 9/9/25