

Falcon Point East Homeowners Association Inc
P.O. Box 219320
Houston, Texas 77218-9320
Phone: (281) 579-0761 Fax: (281) 579-7062



NOTICE OF ANNUAL MEETING OF MEMBERS

DATE: Tuesday, November 14, 2023

SIGN IN TIME: 6:30 PM - MEETING TIME: 7:00 PM

**LOCATION: Fielder Elementary - Gym - 2100 Greenway Village Drive
Katy, TX 77494**

This shall serve as formal notice to all members of Falcon Point East Homeowners Association Inc of the 2023 Annual Meeting of Members to conduct business as follows:

- I. Call to order and Confirmation of Quorum
- II. Introductions
 - a. Board Members
 - b. Management Company
- III. Election of Directors
 - a. Introduction of Nominees
 - b. Nominations from the Floor
 - c. Vote
- IV. Approval of prior year Annual Meeting Minutes
- V. Financial Report
- VI. Community Overview
- VII. Homeowner Open Forum
- VIII. Election Results
- IX. Adjournment

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To conduct business, a quorum of 10% must be present in person or by proxy. If you are unable to attend the meeting, please send your signed proxy with a neighbor or Board member who will be attending the meeting, or return it no later than noon on November 14, 2023 by mail, email, or fax to:

Falcon Point East Homeowners Association Inc
P.O. Box 219320, Houston, Texas 77218-9320
Fax: 281-579-7062
Email: kelleyw@Crest-Management.com

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SOLICITATION OF CANDIDATES: Any member interested in placing their name on the election ballot should contact Kelley W at 281-945-4659 no later than 5:00 p.m. on Friday, November 10, 2023. Nominations will also be taken from the floor at the meeting.

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Each member is entitled to 1 vote per lot. Cumulative voting is not permitted.

To make paying online easier and to access up to date account information and electronic community forms, please register at www.crest-management.com Click on Homeowner Login, then enter your email address and the temporary password provided below and click Submit. You will then be able to personalize your password and access your account. **Temporary Password:**

**2023 ANNUAL MEETING NOTICE
FALCON POINT EAST HOMEOWNERS ASSOCIATION, INC.**



PROXY

I/We, being the owner(s) of the property described below do hereby appoint _____
(if no individual is designated, the proxy will be deemed to the Board of Directors.) to cast my/our proxy, with full power to vote on all matters properly brought before the members of the Falcon Point East Homeowners Association, Inc. (the "Association") to be held on **Tuesday, November 14, 2023**, and any continuation or adjournments thereof, and to represent, vote and otherwise act for me/us in the same manner and with the same effect as if I/we were personally present.

I/We authorize my proxy holder to substitute any other person to act under this proxy, to revoke any substitution, and to file this proxy and any substitution or revocation with the Association. The proxy is revocable at any time before it is exercised, and the undersigned reserves the right to attend the meeting and vote in person.

By checking this box, please use this proxy to meet a quorum.

Property Address in Falcon Point East

Signature

Print Name

Date

In order to conduct official business, a quorum of 10% of the owners must be present, either in person or by proxy. If you decide to mail, fax, or email your proxy, it must be received no later than noon on Tuesday, November 14, 2023.

The most recently signed proxy controls. If an owner attends the meeting in person and requests a ballot, their proxy is void. If you are unable to attend the meeting, you have the option of sending your proxy by mail, fax, or email to the contact information listed below.

MAIL: Falcon Point East Homeowners Association, Inc., c/o Crest Management

P.O. Box 219320, Houston, TX 77218

EMAIL: kellew@crest-management.com

FAX:

281-579-7062



October, 2023

CREST WEBSITE: www.crest-management.com

Crest Management charges \$100 per month for the Enhanced Community Page on their Website. This includes all information on Basic Community Page Plus: Calendar for community events, News feed, Email distribution of community notices and information, Homeowners may opt-in to receive statements and deed restriction notices by email instead of postal mail, expanded document archive to include monthly financial reports, meeting minutes, annual budget, annual CPA audit, and reserve study. Email notifications (e-blasts) are a quick way to get information to all residents. Although the board sent sign-up information through the mail when Crest was hired and provided signs at all entrances with website and contact information, only **219 out of 613** have registered on the website but only 25% of the 219 have registered to receive e-blasts. We need your help in this matter. The only way we can save money is to become paperless in this matter. **PLEASE GO TO THE CREST WEBSITE AND SIGN UP!**

SECTION GATE INFORMATION:

The following information describes the functioning of the entrance gates to the four sections in Falcon Point East. Every homeowner **needs to** test your (#nnnn) four-digit access code **to ensure that your information is correct for your visitors to connect with you!** You may have a message i.e., ex: add a “1” to your number. That information would need to be sent to Jill **who will forward it to programming.**

There are two ways for residents to gain access to the community and one way for guests.

For guests, they find your name in the directory at the call box and enter the corresponding 3-digit code on the keypad. A call is placed to the phone number associated with that name (if a phone number has been provided to the management company). After you answer the call, press 9 on your phone to open the gate for your guest. Alternatively, you can give your guests your gate/PIN code (described below), which they would enter on the keypad to open the gate.

For residents, you can (1) use the gate fob/transmitter received from the management company to open the gate from your vehicle, or (2) enter the gate code/PIN code assigned by the management company at the call box. This gate/PIN code is a 4-digit number preceded by # (the pound sign). It is not the same as the 3-digit code that is displayed on the call box at the community entrance. If you had a 5 or 6-digit gate/PIN code prior to the installation of the new Door King system, your new code is # followed by the first four digits of that code. If you do not have a gate fob/transmitter and/or a gate/PIN code, you can submit a request via the Crest website or contact Jill at Crest.

The gate fob/transmitter works for the gates in all four sections of Falcon Point East, while the gate/PIN code at the call box only works for the gate(s) in the section in which you live. Additionally, your name is listed only in the directory for the section in which you live.

For additional assistance, please contact our Community Manager, Kelley Wheeler (kellyw@crest-management.com), or Assistant Manager, Jill (JillR@crest-management.com). **THANK YOU!**

Falcon Point East Homeowners Association, Inc.

Board of Directors