

# Precinct 287 Civic Association

Organized July 1973. Serving Post Oak Manor and Willowbrook.



## General Meeting

Willow Meadows Baptist Church  
Fellowship Hall

Tuesday, January 27, 2026

7:00 PM - meet & greet

7:30 PM - general meeting

## Willow Waterhole Greenspace Conservancy and Security Updates

At the January meeting, Daniel Millikin, the new Executive Director of the Willow Waterhole Greenspace Conservancy, will provide an update about Prairie Lake and other work happening at the Willow Waterhole.

Officer Thompson will also provide a security update for our neighborhood.

## Heavy Trash Delays

Many thanks to our signage volunteer Andrew Etter for faithfully placing the heavy trash/tree waste reminder signs each month. He has been watching the city schedule. As you may have noticed, the city is behind on heavy waste pickup and are reporting delays of at least 1-2 months. Therefore, you will not see the signs out until we confirm when the service will resume.

## Executive Leadership Changes

Our Treasurer, Tom Hafley, resigned his position due to personal circumstances. Due to this vacancy, the Executive Committee met and agreed to propose a reorganization of the Executive Committee to the Civic Association Board for approval. At the January 11, 2026 Civic Association Board Meeting, the Civic Association Board approved the Executive Committee's proposal. In accordance with our Bylaws, a series of resignations and appointments had to occur in a certain order. This process will be explained at our next public meeting on Tuesday, January 27 at Willow Meadows Baptist Church.

The new Civic Association Board is as follows: President – Barbara Beard; Vice President – Mike Bruso; Treasurer – Alison Mitchell; Secretary – Edith Napoleon. These appointments are on an interim basis until the next elections in June 2026 and June 2027.

We thank Tom for his incredible service and leadership over the past 18 months as Treasurer and wish him all the best.

If you would like to understand the process for these changes, please look at the Bylaws, Section 4.07 and 4.08, included below.

## Letter from Alison Mitchell

Dear Residents,

Change is afoot in order to continue serving our community in the best way possible. I have enjoyed serving as your Civic Association President for the past 18 months and all the adventures and conversations that have ensued.

This is a brief note of goodbye as President as I have resigned my office. It has been a privilege and honor to serve our neighborhood, meet many residents at National Night Out, and work with Security Patrol to address issues. There are many good things to learn about our neighborhood and many hidden acts of kindness and valor.

I am stepping down to take up another challenge as Treasurer for our Civic Association. My sincere thanks to Teresa Palmer and Tom Hafley who have gone before me and put good financial habits in place.

Happy New Year as we charge into 2026!

Alison Mitchell  
Immediate Past President

## Precinct 287 Civic Association

### Bylaws

#### ARTICLE 1. DEFINITIONS

In these Bylaws:

- 1) "Association" means Precinct 287 Civic Association.
- 2) "Resident" means a permanent, adult Resident of a home in the area served by the Association, regardless of status as owner or tenant. An "adult" is someone aged 21 years or older, and "permanent" means the individual has the address of the home on their driver license, passport or utility bill.
- 3) "Non-Resident owner" means a natural person or corporation, limited liability company, or similar entity that owns property or properties in the area served by the Association but does not reside in the area served by the Association.
- 4) "Member" means a Resident who has registered with the Association and provided the names of the adult Residents in their household, their physical address and an email address at which they may be reached. "Member" also means a Non-Resident owner, which may be a natural person or a natural person duly appointed to represent the Non-Resident owner if that Non-Resident owner is not a natural person, who has registered with the Association and provided the address of the property or properties owned by the Non-Resident owner within the area served by the Association and an email address where the Non-Resident owner may be reached.
- 5) "Member in Good Standing" means a Member, who has paid the annual dues of the Association in accordance with Sec. 3.03 of these Bylaws. For Residents, this term includes the other adults permanently residing in the home.
- 6) "Board" means the Board of Directors of the Association. The Board consists of the President, Vice-President, Treasurer, Secretary and Area Representatives.
- 7) "Executive Committee" means the President, Vice-President, Treasurer and Secretary.
- 8) "Property" means an improved or unimproved lot (or combination of lots) bearing a single street address within the area served by the Association.
- 9) "Tenant" means a Resident who has the right of possession of a property pursuant to a written lease agreement signed by the tenant and the owner, or its representative.

## ARTICLE 11. NAME AND PURPOSE

### SECTION 2.01: NAME

The name of this organization shall be the Precinct 287 Civic Association.

### SECTION 2.02: PURPOSE

The Association serves the Residents and Non-Resident owners of property within Post Oak Manor subdivision and Willowbrook subdivision.

The purposes of the Association are to advance the civic and social welfare of the Association community and its Residents; to foster a closer acquaintance and a spirit of cooperation and responsibility among all Residents; to sponsor worthwhile community interests on a Non-partisan basis; and to provide a forum for the presentation of individual ideas and opinions. These Bylaws shall govern the Association.

## ARTICLE 111. MEMBERSHIP

### SECTION 3.01: ELIGIBILITY FOR MEMBERSHIP

Any Resident or Non-Resident owner of property within the subdivision sections listed below is eligible for Membership in the Association.

Post Oak Manor Sections 1 through 6  
Willowbrook Sections 1 and 2

### SECTION 3.02: MULTIPLE PROPERTY MEMBERSHIP

Residents and Non-Resident owners of multiple properties may pay dues for each property owned and, if said dues are paid timely and in full, shall be entitled to a corresponding number of votes. This right is subject to Section 3.04 below.

### SECTION 3.03: ANNUAL DUES

The annual dues shall be determined by the Board. Payment is due on or before September 30 of each year. The Board may, on a case by case basis, and at its sole discretion, approve alternative payment arrangements.

The amount required for annual dues may not be changed more frequently than once per year. New Residents' annual dues are pro-rated based on the Association's fiscal year beginning September 1.

### SECTION 3.04: VOTING RIGHTS

The payment of the annual dues owed will entitle one vote to be cast per property in all Association elections and referendums. If payment is by an alternative method approved by the Board, the Member is not in default on any payments thereunder.

In regard to Non-Resident owners and their tenant(s): as only one vote per property is permitted, the right to vote shall be vested in the party that paid the dues, provided however that if the Non-Resident owner has paid the dues and is not present at a meeting in which a vote is held, but the tenant is present at the meeting, the tenant may vote. However, if the tenant has paid the dues and is not present at a meeting in which a vote is held, but the Non-Resident owner is present at the meeting, the Non-Resident owner shall not be entitled to vote. Any lease provision or agreement between the Non-Resident owner and the tenant contrary to this provision is void as to this Section.

In regard to situations where a tenant resides in a property owned by a Resident, the same rules in the paragraph above apply, except that if the tenant has paid the dues and is not present at the meeting in which a vote is held, but the Resident that owns the property is present at the meeting, the Resident who owns the property may vote on behalf of the tenant.

#### SECTION 3.05: TERMINATION OF MEMBERSHIP

Membership in the Association is automatically terminated whenever the Member is no longer a Resident or Non-Resident owner.

#### SECTION 3.06: MEMBER CONTACT INFORMATION

It shall be the sole responsibility of the Member to provide the Secretary with current contact information if the Member's physical address or email address previously provided has changed or is no longer valid.

### ARTICLE IV. OFFICERS

#### SECTION 4.01: OFFICERS

The Association shall have the following Officers:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Area Rep., Pl. 1 for the residences in the east side of Post Oak Manor\*
6. Area Rep., Pl. 2 for the residences in the west side of Post Oak Manor
7. Area Rep., Pl. 3 for the residences in the east side of Willowbrook
8. Area Rep., Pl. 4 for the residences in the west side of Willowbrook
9. Area Rep. At-Large, Pl. 5 for all residences in the Association
10. Area Rep. At-Large, Pl. 6 for all residences in the Association

\*Cliffwood Dr shall serve as the divide between east and west for determining all Area Representatives.



#### SECTION 4.02: ELIGIBILITY REQUIREMENTS

Any Member in Good Standing shall be eligible to run for a position as an Officer of the Association, subject to the requirements set forth below.

Tenants who are Members in Good Standing are eligible to run for a position as an Officer.

Residents who wish to serve as President, Vice President, Treasurer or Secretary of the Association are required to serve as a member of a committee of the Association, as an Area Representative, or in a similar voluntary capacity under the direction of the existing Board prior to seeking office.

#### SECTION 4.03: POTENTIAL OFFICERS

Potential candidates for Officer of the Association must submit their full name, address, contact information including their email address, and the names and contact information of two Residents who nominate the potential candidate to the Secretary of the Association no earlier than January 1<sup>st</sup> and no later than two (2) days prior to the election meeting of the Members of the year in which the candidate is seeking election. The Secretary shall verify each candidate's information and references with the Executive Committee. The Executive Committee shall decide each candidate's eligibility or ineligibility. The Secretary shall notify each candidate of the Executive Committee's decision.

The names of the candidates nominated for each position shall be announced at the beginning of the meeting for the election of Officers. There shall be no nominations from the floor at the meeting in which Officers are elected.

#### SECTION 4.04: NOTICE OF ELECTION OF OFFICERS

A notice of the meeting for the election of Officers may be provided no fewer than fourteen (14) days and no greater than ninety (90) days before the election. The method of notice shall be at the Board's discretion but shall be by the most effective, viable means then available to the Board (which may include signage, newsletter, posting on the Association's website or other websites regularly accessed by the Members, email, or other internet-based methods).

#### SECTION 4.05: ELECTION OF OFFICERS

Officers shall be elected at the second meeting of the Members held each year, which should be held on a date on or between May 1 and July 31. A quorum of no fewer than 20 Members in Good Standing (which number shall include the candidates present at the meeting) representing a minimum of 20 properties is required to be present in order to hold the election, provided, however, that if one or more of the candidates is unopposed, the unopposed candidate(s) shall be deemed elected regardless of the presence of a quorum. If there are multiple candidates seeking election to the same office and no quorum is present, a subsequent meeting of the Members shall be scheduled as soon as possible for the purpose of holding the election for the contested office(s).

Notice of the rescheduled meeting date, time and location shall be provided no fewer than fourteen (14) days prior to the rescheduled meeting. This rescheduling process may repeat as necessary in order to conduct the election, provided however, that if the election is not held (for lack of a quorum) prior to September 1, the election shall be postponed to the next year and the current Officer(s) holding the contested office(s) will continue to serve, regardless of Sec. 4.06 below.

When there is more than one candidate seeking election to the same office, a ballot containing the names of eligible candidates and the office they are seeking shall be distributed (one per property) to the Members in Good Standing present at the meeting. The ballots shall contain no identifying information as to the identity of the voter. Ballots shall be distributed and collected at the beginning of the meeting, whereupon they shall be tallied by the Secretary and the result announced. The candidate with a majority of the votes cast shall be declared the winner. In the event of a tie, the President (who shall refrain from voting) shall cast the deciding vote.

#### SECTION 4.06: TERM OF OFFICE, LIMITATIONS AND STAGGERED ELECTIONS

Officers shall serve a two-year term beginning September 1 after the election. Officers may not serve more than three (3) terms consecutively. There is no lifetime limit on terms served.

No Member may hold more than one office at a time. No two Residents of the same property may serve as an Officer at the same time, except that one may serve as an Area Representative while the other holds a different office.

Election of Officers shall be staggered. Elections held in odd numbered years shall be for:

- President
- Secretary
- Area Representative, Place 1
- Area Representative, Place 3
- Area Representative At-Large, Place 5

Elections held in even numbered years shall be for:

- Vice President
- Treasurer
- Area Representative, Place 2
- Area Representative, Place 4
- Area Representative At-Large, Place 6

#### SECTION 4.07: DUTIES

The duties of the Officers are as follows:

- 1) PRESIDENT: The President shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the Members as shall be deemed advisable for the effective conduct of the work of the Association. The President shall sign all official documents of the Association. The President shall serve as the chair for all meetings of the Members. The President may, at his or her discretion, appoint a parliamentarian. The President shall also serve as Chair of the Board and Chair of the Executive Committee.

- 2) VICE-PRESIDENT: The Vice-President shall assist the President as the President requests and represent the Association on appropriate occasions. The Vice-President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association. In the event of the resignation removal or inability to serve of the President, the Vice-President shall immediately assume the office of the President. The Vice-President shall also serve as a member of the Board and a member of the Executive Committee.
- 3) TREASURER: The Treasurer shall be the custodian of all funds of the Association and keep correct and faithful accounts of all receipts and expenditures of the Association. The Treasurer shall maintain a list of eligible voters for each meeting at which a vote will be held. The Treasurer shall present a report of income and expenses, as well as a statement of current financial condition annually, and at the meetings of the Members. The Treasurer shall, within five business days of leaving office, turn over all records of the Association to the Treasurer-elect. The Treasurer-elect shall inspect the records of the Association as delivered by the preceding Treasurer and shall provide a written receipt for those records. In the absence of the President and Vice-President, the Treasurer shall perform the duties and exercise the powers of the President of the Association. The Treasurer shall also serve as a member of the Board and a member of the Executive Committee.
- 4) SECRETARY: The Secretary shall attest to all official documents for the Association. The Secretary shall keep and maintain full and impartial records of the activities of the Association. Records to be kept and maintained shall include Membership rolls, voting records, minutes, corporate documents, and bylaws. The Secretary shall, within five business days of leaving office, turn over all records of the Association to the Secretary-elect. The Secretary-elect shall inspect the records of the Association as delivered by the preceding Secretary and shall provide a written receipt for those records. In the absence of the President, Vice-President and Treasurer, the Secretary shall perform the duties and exercise the powers of the President of the Association. The Secretary shall also serve as a member of the Board and a member of the Executive Committee.
- 5) AREA REPRESENTATIVES: Area Representatives shall be responsible for assisting in communications between the Residents of their respective areas and the Board, for identifying volunteers for Association initiatives, and for keeping the Board informed of issues of importance in their respective areas. The Area Representatives shall serve as members of the Board.

The duties of the Officers shall not be limited as enumerated above, but they may discharge in addition such duties as are assigned by the Board. All Officers must maintain their status as Members in Good Standing throughout their terms of service.

Unless so authorized by the Board, no Officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable financially for any purpose or in any amount.



#### SECTION 4.08: VACANCIES AND REMOVAL FROM OFFICE

Any Officer who is no longer a Member shall resign their office. Any Officer may be removed by a majority vote of a quorum present at a properly noticed meeting called at least 14 days in advance for the purpose of voting to remove an Officer. Upon the death, removal, resignation, or incapacity of an Officer of the Association, the President shall appoint a Member in Good Standing to fill the unexpired term of the office.

#### SECTION 4.09: MANAGEMENT

The affairs of the Association shall be managed by its Board. The Board shall be comprised of the President, the Vice-President, the Treasurer, the Secretary and the four Area Representatives of the Association. The Board shall have the authority to carry out any lawful activity on behalf of the Association, and to authorize members of the Executive Committee to act in accordance with the decisions and directives of the Board.

The Board should meet in advance of each regular meeting of the Members, at a time and place designated by the President or as called by any three members of the Board. The presence of a minimum of five Board members shall constitute a quorum at such meeting, and issues brought to vote shall be decided by a majority of those in attendance. The Board shall meet at least three times per year in person and may hold additional meetings as often as it deems necessary. The additional meetings may be held electronically at the discretion of the President.

Written minutes and records of all proceedings of the Board may be kept in accordance with *Robert's Rules of Order* and shall be open to the inspection of the Members in Good Standing at reasonable times. All resolutions adopted, plans, projects and expenditures agreed upon by the Board shall be reported to the Members at the next regular meeting of the Association following the Board action.

The Executive Committee shall be comprised of the President, Vice-President, Treasurer and Secretary. The Executive Committee shall meet at the call and in the manner prescribed by the President. The Executive Committee shall advise the President on matters placed before it and shall perform such other duties and take such actions as authorized by the Board.

### ARTICLE V. MEETINGS OF MEMBERS.

#### SECTION 5.01: PLACE OF MEETINGS

Meetings of the Members shall be held at the Willow Meadows Baptist Church, 4300 W. Bellfort Blvd. Houston, Texas, or at any other place the President or a majority of the Members in Good Standing may from time to time select.

#### SECTION 5.02: REGULAR MEETINGS

Unless decided otherwise by a majority of the Board, regular meetings of the Association may be held quarterly, at a time and place designated by the President. The Board may decide to hold a minimum of two regular meetings in each year.

All Residents and Non-Resident owners of the Association are permitted to attend the meetings. The meetings are not open to Non-Residents. However, the President has sole discretion to allow a Non-Resident to attend.

#### SECTION 5.03: ANNUAL MEETING

An annual meeting of the Members shall be held during the period May 1 – July 31 of each year and shall be counted for the purpose of 5.02 above as a regular meeting. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members. If an annual meeting has not been called and held within three months after the time designated for it, any ten Members in Good Standing may call the annual meeting.

#### SECTION 5.04: SPECIAL MEETINGS

Special meetings of the Members may be called by the President or by a majority of the Board.

#### SECTION 5.05: NOTICE OF MEETINGS

A notice containing the date, place and time of the meetings shall be sent, delivered or posted no fewer than fourteen (14) days, and not more than ninety (90) days prior to the meeting date. The method of notice shall be at the Board's discretion but shall be by the most effective, viable means then available to the Board (which may include signage, newsletter, posting on the Association's website or other websites regularly accessed by the Members, email, or other internet-based methods).

#### SECTION 5.06: QUORUM

The presence of a minimum of 20 Members in Good Standing representing a minimum of 20 properties at any properly noticed meeting shall constitute a quorum at such meeting.

### ARTICLE VI. VOTING

#### SECTION 6.01: VOTING

Issues shall be decided by a majority vote of the Members in Good Standing present at the meetings if those present represent a quorum at the time of the voting. This section specifically excludes the amending of the Bylaws which shall be conducted according to SECTION 9.01 of these Bylaws. Voting by proxy is prohibited with the exception of voting rights relating to property owners and tenants as described in Section 3.04 above. Only one vote per property may be cast.

## ARTICLE VII. COMMITTEES

### SECTION 7.01: AUTHORIZATION TO ESTABLISH COMMITTEES

The Board may establish Committees as it deems necessary. The Committee leader shall be a Member in Good Standing appointed by the President. The Committee leader may appoint Committee members from among the Members in Good Standing. The Committee leader, with Board approval, may appoint Committee members from among the Members. The President shall have the option to appoint additional members to the Committee as the President deems reasonably necessary.

## ARTICLE VIII. FINANCES

### SECTION 8.01: EXPENDITURES

Approval for the expenditure of funds shall be made by the Board.

### SECTION 8.02: FINANCIAL REPORTS

Financial Reports shall be prepared by the Treasurer and presented to the Members at the meetings of the Members.

### SECTION 8.03: BUDGET

The annual budget shall be created by the Treasurer and approved first by the Executive Committee and then by the Board. The annual budget shall be accounted for on a cash basis. The budget shall be based on estimated dues to be collected, if any, in the coming year. The fiscal year shall begin on September 1 of each year. The budget may be adjusted to reflect the variances in income and expenditures experienced by the Association.

## ARTICLE IX. AMENDMENTS

### SECTION 9.01: PROCEDURE

These Bylaws may be amended by a two-thirds majority vote of the Members in Good Standing present at any regular meeting of the Members of the Association, provided there is a quorum present at the time of voting and provided at least fourteen days (14) written notice of the proposed amendment and of the meeting is given. The Bylaws may not be amended more than once annually. Only the Board may submit proposed amendments to these Bylaws for voting by the Members of the Association.

## ARTICLE X. ACCEPTANCE OF BYLAWS

SECTION 10.01: ACCEPTANCE. Acceptance of these Bylaws shall be by majority vote of the Members of the Association present at a meeting called for the purpose of accepting these Bylaws, provided that the quorum necessary for the purpose of accepting these Bylaws is present at the time of voting. Only one vote per property may be cast. The necessary quorum for the purpose of accepting these Bylaws, and for this purpose only, is defined as 20 or more current residents or non-resident owners representing a minimum of 20 properties. The definition of "resident", "non-resident owner" and "property(ies)" shall be as defined in ARTICLE I above.

Prior to holding the vote on the acceptance of these Bylaws, copies of these Bylaws shall be distributed to the Members in attendance, and sufficient time shall be allowed by the President for discussion. Thereafter, the President may call a vote on the acceptance of these Bylaws, or, at the President's discretion, elect to table the vote to a subsequent meeting.

## ARTICLE XI. SPECIAL PROVISIONS

### SECTION 11.01: IMPROVEMENTS.

The Association may improve, beautify, and maintain parks, parkways, esplanades, rights of way easements, and other public areas.

### SECTION 11.02: CONFIDENTIALITY

Except for Association events such as Neighbors Night Out, the Association, and any of its Officers, Board Members, Executive Board Members and Members with access to Association information, are strictly forbidden to sell, exchange or provide for free to any Resident or Non-Resident any information gathered, maintained or otherwise possessed by the Association pertaining to the membership, or its individual Members, including but not limited to contact information, demographic data and voting history. Violation of this Section shall result in immediate termination of Membership for the offender.

### SECTION 11.03: DEED RESTRICTIONS

A Member in Good Standing who is in violation of the Deed Restrictions applicable to the Member's property shall have their voting rights suspended until the Deed Restriction violation is corrected, provided however, that a Member's voting rights shall not be affected by any Deed Restriction violation related to a permanent improvement that is in place on the date of Acceptance of these Bylaws unless and until it constitutes New Construction. Nothing in these Bylaws, and no determination by the Association regarding a violation of a Deed Restriction shall in any way restrict any Resident or property owner from exercising the enforcement rights conveyed to the Resident or property owner under the applicable Deed Restrictions, nor shall these Bylaws restrict any Resident's or property owner's right to enforce Deed Restrictions by any other means available.

## XII. INDEMNIFICATION

### SECTION 12.01: INDEMNIFICATION

The Association shall indemnify and hold harmless the Officers, Board Members, Executive Board Members and Committee Members against any loss, damage or expense, including but not limited to legal fees, court costs and any sums due as a result of litigation, which such individuals may sustain or incur as a result of any acts or activity taken or not taken on behalf of the Association. Any right of indemnification provided for herein shall not be exclusive of any other rights to which a person may be entitled by law, agreement, Board vote, Member vote, or otherwise.

These Bylaws were accepted by the Members of the Association in accordance with Section 10.01 of these Bylaws on June 17, 2025.

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Barbara Beard  
Secretary

<u><b>2025/2026 OFFICERS</b></u>	
President	Barbara Beard*
Vice President	Mike Bruso*
Treasurer	Alison Mitchell*
Secretary	Edith Napoleon*
<u><b>2025/2026 AREA REPRESENTATIVES</b></u>	
W. Willowbrook	OPEN
E. Willowbrook	Barbara Howell*



W. Post Oak Manor	Terry Hawkins
E. Post Oak Manor	Susan Forrest
At-large Area Representative	Evan Brough*
At-large Area Representative	<i>OPEN</i>
<b><u>COMMITTEES</u></b>	
Beautification	<i>OPEN</i>
Deed Restrictions	Matthew Camp
Lost Pets	Terry Hawkins 832-652-0715 tlhawk@swbell.net
Membership Database	Teresa Palmer
National Night Out	Caroline Burum
Newsletter	Jill Navarro
Security Patrol Secretary	Pat Powell
Signs	Andrew Etter
Super Neighborhood Delegate	Matthew Camp
Yard of the Month	Janeen Paprocki
Website	Edith Napoleon
*Appointed as interim until the next election cycle.	

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