



4301 Westbank Drive, Suite B-130  
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## MEMORANDUM

To: Interested Applicants

From: Kelli Carlton, The Carlton Law Firm, P.L.L.C.,  
General Counsel for Lake Pointe Municipal Utility District

Re: Application for a Place on the Lake Pointe Municipal Utility District General  
Election Ballot – November 5, 2024 Director Election

Date: July 22, 2024

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Attached is an application for a place on the Lake Pointe Municipal Utility District (“District”) Director Election Ballot (“Application”) for the November 5, 2024 General Election. The **first day** a candidate may file an application for a place on the ballot is **July 20, 2024**. Please complete the Application, sign it, have it notarized, and return it to me at 4301 Westbank Drive, Suite B-130, Austin, Texas 78746, **no later than 5:00 p.m. August 19, 2024**. The District elects its Directors by place thus it is necessary to designate a particular place on the Application and Places 4 and 5 will be on the ballot for election in November.

In addition, to help comply with your responsibilities under Title 15 of the Election Code, attached are the following forms:

1. Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities;
2. Appointment of a Campaign Treasurer by a Candidate (Form CTA);
3. Form CTA – Instruction Guide;
4. Candidate/Officeholder Campaign Finance Report (with Schedules A, B, E, F, G, H, I, K and T and Form C/OH-FR – Candidate/Officeholder Report: Designation of Final Report);
5. Form C/OH – Instruction Guide; and

6. 2024 Filing Schedule for Elections Held on Uniform Election Dates

Please complete the Appointment of a Campaign Treasurer by a Candidate (Form CTA), sign it, and, if you do not intend to accept more than \$1,080 in political contributions or do not plan to make more than \$1,080 in political expenditures in connection with this election, complete page 2 of Form CTA, sign it, and return it to me with your application. **If you do not intend to collect or spend more than \$1,080 and you sign this form, you will have no further reporting obligations until a Final Report (Form C/OH-FR) is to be filed after the election.** Form C/OH-FR (Final Report) is the last page attached to the Candidate/Officeholder Finance Report referenced under paragraph 4 above. If you intend to collect or spend more than \$900, you will be required to complete the campaign finance forms promulgated by the Texas Ethics Commission.

The Texas Legislature adopted a Fair Campaign Practices Act, which is codified in Election Code Chapter 258. In accordance with that Act, when a candidate files a campaign treasurer appointment, a copy of Election Code Chapter 258 and Code of Fair Campaign Practices (Form CFCP) will be given to that candidate. Accordingly, attached are the following:

1. Chapter 258, Election Code (Fair Campaign Practices Act); and
2. Code of Fair Campaign Practices (Form CFCP).

A candidate may sign Form CFCP and file it with our office; however, a candidate is not required to do so.

Finally, for your information, a copy of “Political Advertising – *What You Need to Know*” is attached as the final exhibit in this packet.

**Please understand that it is each candidate’s responsibility to ensure he or she has complied with all applicable election laws, including rules on political contributions, political advertisements, and political reporting requirements. The Carlton Law Firm, P.L.L.C. is providing this information as a courtesy and does not represent any individual seeking elective office. As such, The Carlton Law Firm, P.L.L.C. cannot offer legal advice to any candidate or potential candidate on any aspect of the election process.**