

Van Buren Estates Homeowners Association, Inc.

NOTICE OF ANNUAL & TRANSITION MEETING Tuesday, December 6, 2022, 6:30 P.M.

Dear Van Buren Estates HOA Member,

In accordance with Article V, Section 5.01 of the Bylaws for Van Buren Estates HOA, you are hereby given notice that an Annual/Election Meeting of the Members is scheduled for **Tuesday, December 6, 2022, at 6:30 p.m.**, via Zoom.us.

An election will be held to fill three (3) positions on the Board of Directors. If you are interested in running, please complete the Candidacy Form, and return it to Legacy Southwest Property Management. Nominations from the floor will delay voting via the website since they will need to be added to the already created ballot. Please complete a candidate questionnaire if you would like to service as a Director of the Board or an Architectural control member questionnaire. The Board will select the ACC members.

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. The Bylaws state that in order to hold a meeting and conduct business of the Association, there must be a quorum present. A quorum is the number of homes represented either in person or by proxy. **The quorum required to have an annual meeting is 15% to elect directors is ten percent (10%) of all lot owners.** If the quorum for the transition meeting is not met, the Association will not be able to conduct any Association business, and will incur additional expenses to recall, reschedule and re-notice.

The meeting will be held via Zoom. To join the meeting please visit:

<https://us02web.zoom.us/j/81223955964?pwd=ZGNRVExtUDVEcHk1ejR0b0ZoRnl5dz09>

Meeting ID: 812 2395 5964

Passcode: 368697

If you are attending by proxy, please complete and return the proxy to Selina@legacysouthwestpm.com no later than Noon on Monday, December 5, 2022.

The meeting will begin promptly at 6:30 p.m. We look forward to having you join us. If you have any questions, please call Selina Emminger at 214-705-1615, Option 10.

If a quorum is not reached by proxy, the meeting will be moved to a later date.

Regards,

Selina Emminger
Senior Community Manager

Van Buren Estates Homeowners Association, Inc.

AGENDA

2022 Annual and Transition Meeting

- I. Call to Order**
 - a. Establish Quorum
 - b. Proof of Notice
 - c. Introductions

- II. Financial Review**

- III. Review of Documents**

- IV. Candidates are Presented**

- V. Voting Procedures**

- VI. Adjournment**

- VII. Questions and Answers**

***Voting results will be posted on Community Website and sent via Email Blast.**

*Van Buren Estates Homeowners
Association, Inc.*

PROXY

2022 TRANSITION MEETING

I, the undersigned, being the record Owner of the property identified below, or being the authorized voting representative for the property, hereby revoke any previous proxies and grant to the person, identified below ("my Proxy Holder") my revocable Proxy as a Member of the Van Buren Estates Homeowners Association, Inc. (the "Association"), at the Transition Meeting of the Association scheduled for December 13, 2022 or as such meeting may be rescheduled, adjourned, or recessed and reconvened. The undersigned appoints:

Option #1 _____ (name) (someone who will attend the meeting on your behalf)

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

Option #2 **This proxy is to be used for quorum purposes only.**

Unless sooner terminated, this voting instrument shall terminate automatically upon the final adjournment of the Transition Meeting for which it is given.

Sign and Date

In order for this Proxy to be valid it must be signed and dated with the homeowner's address.

Owner's Name (Printed)

Signature of Owner

Owner's Property Address

Date

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy. Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy. This form may be mail or e-mailed. Please see information below.

The deadline to return the proxy is noon Monday, December 5, 2022

Van Buren Estates Homeowners Association, Inc.

Candidate Questionnaire

Name: _____ Address: _____

Phone: _____ Email: _____

Introduce yourself; include business, Homeowner Association experience and number of years as a member of Van Buren Estates Homeowners Association, Inc.

Reason(s) for running for the Board of Directors. Include all neighborhood interest and goals that you would like to see accomplished for the Association.

Areas that you think can be improved upon with the Association and Board of Directors

What areas could you make the greatest contribution: Architectural, financial, legal, maintenance, social, etc.

Do you have any commitments that will deter you from serving on the Board of Directors? (Travel, employment, other meetings) _____

By submitting this form and signing below, I acknowledge that I accept those responsibilities as described in the Governing Documents of the Association if elected. I am also aware that information provided on this questionnaire will be published in the 2022 Transition Meeting packet.

Signed _____

Date _____

Please return this form via email to Selina@Legacysouthwestpm.com or by mail to 8668 John Hickman Parkway, Ste. 801 Frisco, Texas 75034 by Noon on December 5, 2022.