

The Villages of Carmel Homeowners' Association, Inc.

NOTICE OF TRANSITION MEETING Tuesday, September 17, 2019 6:00 P.M.

Dear Villages of Carmel HOA Member,

In accordance with Article 4, Section 4.06 of the Bylaws for Villages of Carmel Homeowners' Association, Inc. you are hereby given notice that a Transition Meeting of the Members is scheduled for Tuesday, September 17, 2019, at 6:00 p.m., at the Pecan Creek Elementary School Cafeteria, the address is 4400 Lakeview Blvd., Denton, TX 76208. At this meeting we will be transitioning from Declarant control to Homeowner control. This will be accomplished by electing a three (3) member (owner) Board of Directors.

Enclosed with this notice you will find a Proxy and Candidacy form. The Candidacy form should be completed for each person who would like to run for a position on the Board forms. Forms received by September 11, 2019 will be posted to the website and included in the meeting packet. If you are unable to attend this very important meeting please return the enclosed proxy by mail or email the forms to Vonda Farley with Legacy Southwest Property Management by noon on Monday, September 16, 2019 at the address below.

To conduct the Meeting, a quorum of sixty percent (60%) of members must be present in person or by proxy. Please complete and return the proxy to Legacy Southwest by noon on Monday, September 16, 2019. Even if you plan to attend the meeting please sign the proxy; the proxy will be returned to you at the meeting should you attend.

If the required quorum is not present or represented at the meeting, a subsequent meeting will be called, at 6:15 p.m. and the required quorum at meeting shall be one-half (30%) of the required quorum at the preceding meeting. If quorum is not achieved at that time, a subsequent meeting will be called, at 6:30 p.m. and the required quorum at meeting shall be one-half (15%) of the required quorum at the preceding meeting.

Please arrive at the meeting 15 minutes early in order to sign in and receive your materials before the meeting starts. The meeting will begin at 6:00 p.m. We look forward to seeing you at the meeting. If you have any questions, please don't hesitate to call me at 214.705.1615

Your proxy will help meet the quorum requirement. If a quorum is not reached in person or by proxy, the meeting will be moved to a later date.

Regards,

Selina Emminger
Senior Association Manager

Legacy Southwest Property Management, LP
8668 John Hickman Pkwy., Ste. 801, Frisco, TX 75034
Phone: 214-705-1615 Email: vonda@legacysouthwestpm.com

The Villages of Carmel Homeowners' Association, Inc.

AGENDA

2019 TRANSITION MEETING

I. Call to Order

- a. Establish Quorum
- b. Proof of Notice
- c. Introductions

II. Election of Board Member(s)

- a. Nominations from the Floor
- b. Introduction of Candidates
- c. Voting
- d. Announcement of Election Results

III. Adjournment

The Villages of Carmel Homeowners' Association, Inc.

PROXY

2019 TRANSITION MEETING

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Homeowner in The Villages of Carmel Homeowners' Association, Inc. does hereby constitute, authorize, and appoint: **(please check one of the options below)**:

☐ 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 A Director of the Board who is not running for re-election for both voting and quorum purposes as the Proxy for the Homeowner to act on behalf of Homeowner at the Annual Meeting of members of Villages of Carmel Homeowners Association, and at any adjournment of the Annual Meeting or any subsequent meeting called to conduct or complete the Annual Meeting.

The Proxy shall have full power to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

☐ Option #3 **This proxy is to be used for quorum purposes only. The proxy will be held by a Director not running but will not be used for their voting privileges.**

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

Owner's Name (Printed)

Signature of Owner

Owner's Property Address

Date

The deadline to return the proxy is Monday, September 16, 2019

The Villages of Carmel Homeowners' Association, Inc.

Board Member Candidate Questionnaire

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Please fill out this profile form if you are interested in running for the Board of Directors

Homeowner Name:

Daytime Phone Number:

Property Address:

Evening Phone Number:

Please tell us about yourself: (spouse, kids, hobbies / interest, etc.)

Please write past experiences / work that qualifies you for a position of the Board of Directors:

What would you like to do for the association?

Do you have any commitments that will restrict you from serving on the Board of Director? (Travel, Employment, other Meetings): _____

By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the 2019 Transition Meeting packet.

Signed: _____

Date: _____

Please mail or email the form to the address below.

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PORTAL LOGIN

2019 TRANSITION MEETING

We recently launched a new web portal that will enable you to log in and view and update your homeowner information, view account information, compliance violations, and association documents. You can access the site by going to https://caliber.cloud/CaliberWeb2_Legacy and logging in with the following information:

When you are logging into the web portal for the first time, you will need to select the “Create login” link. Within the next screen, you must enter your account number and email address of your choice. The provided email address will be linked to your login record. Please call Vonda Farley with Legacy for your account number. She can be reached at (214) 705-1615 Option 5.

If you are one of multiple owners associated with the provided account number, you are required to select your name from the list provided. If a match is found, you will be sent an email with a link to complete your new account process. The email link will allow you to create a username and password (usernames must be unique). Once saved, you will be able to login into the web portal.

If you have any questions, please contact us.