

# *Owner's Association of Patriot Estates*

## Notice of 2023 Annual Meeting

January 3, 2024

Dear Owner's Association of Patriot Estates Member,

In accordance with Section 4.4 of the Bylaws for the Owner's Association of Patriot Estates, you are hereby given notice that an Annual Meeting of the Members has been rescheduled for February 1, 2024, at 6:00 pm. The primary purpose of the Annual Meeting is to elect three (3) members to the Board of Directors, review 2023 financials and discuss 2024 plans. The Owner's Association of Patriot Estates will be electing three (3) homeowners to the Board of Directors. The meeting will be held via Zoom. Instructions for the meeting are below.

**Topic: Patriot Estates Annual Meeting – Reconvened**

**Time: Feb 1, 2024 6:00 PM Central Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/95222975232?pwd=c095Z2dSTHhNNEdZRTNjZUtDM0N5UT09>**

**Meeting ID: 952 2297 5232**

**Passcode: 624652**

**Please note that as this is a second attempt to hold the Annual Meeting, a quorum of 5%, or 55, homeowners must be present in person or by proxy. If you are unable to attend the meeting, please fill out the attached proxy. If you do not wish to assign your proxy to another person or wish to vote online, please select option 3 on the Proxy form.**

As there will not be an in-person meeting, no floor nominations will be taken. Enclosed with this notice you will find a candidacy form. The candidacy form should be completed for each person who would like to run for a position on the Board of Directors. If you have previously filled out a candidacy form for the 2023 election, it is not necessary to resubmit. The form must be received by January 17th, 2024, and will soon thereafter be shared with the community. For those candidates that submit a form, your name will be placed on the ballot.

The election will be held online on the association's website **[www.patriotestateshoa.com](http://www.patriotestateshoa.com)**. Voting will open January 19<sup>th</sup> and conclude on January 31<sup>st</sup>. We anticipate releasing results of the election at the meeting on February 1<sup>st</sup>, 2024, if a quorum of votes is met. If you cannot attend the meeting and do not wish to vote online, you may complete the attached proxy. All proxies must be turned in by noon February 1<sup>st</sup>, 2024, to Heather Smith. No proxies will be accepted after this time. All proxies will be validated.

We look forward to receiving your candidacy form and your participation on the Board of Directors.

Regards,

Heather Smith, CMCA  
Community Association Manager

*Owner's Association of Patriot Estates*

*Board Member Candidacy Form*  
2023 ANNUAL MEETING

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any commitments that will restrict you from serving on the Board of Directors?(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 2023 Annual Meeting packet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email the form to the address listed below by 5 pm on January 17, 2024.**

# *Owner's Association of Patriot Estates*

## **ACC Candidate Questionnaire**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please tell us about yourself:** Include business, Spouse, Children, Hobbies etc.

**Please write past experiences/work** that qualifies you for a position on the to serve on to serve on any of the committees listed above.

**Do you have any commitments that will restrict** you from serving on any committee (Travel, employment, other meetings)?

By submitting this form and signing below, I acknowledge that if appointed by the Board of Directors I accept those responsibilities as described in the Governing Documents of the Association. Also, I understand that, by Texas State Law, I will be unable to serve on the committee if I, or any member of my household hold a position on the Board of Directors. If that happens, I will need to resign immediately.

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Sign and date

**Please return this form via email [Heather@legacysouthwestpm.com](mailto:Heather@legacysouthwestpm.com)**

# *Owner's Association of Patriot Estates*

## **2023 Annual Meeting**

### Proxy

**KNOW ALL MEN BY THESE PRESENTS**, that the undersigned Homeowner in Owner's Association of Patriot Estates 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 Holder 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 Owner's Association of Patriot Estates, and at any adjournment of the Annual Meeting or any subsequent meeting called to conduct or complete the Annual Meeting.

The Proxy Holder 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 and 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 noon on February 1, 2024.**

# *Owner's Association of Patriot Estates*

## **Important Notice**

Dear Homeowner,

Per the Legislative Updates of 2023, the Board of Directors for the Owner's Association of Patriot Estates has voted to update the Enforcement and Collections Policies. These updated policies can be view via the Association website at [www.patriotestateshoa.com](http://www.patriotestateshoa.com).

Thank you,  
Heather Smith  
Community Manager