

# *Owner's Association of Patriot Estates*

## Notice of 2025 Annual Meeting

October 8th, 2025

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 is scheduled for October 8<sup>th</sup>, 2025 at 6:30 pm. The primary purpose of the Annual Meeting is to review the business of the Association, including announce the Board of Directors election results, review 2024 financials and discuss 2025 plans. The Board of Directors each serve a two-year term. The meeting will be held in person at the City of Venus Civic Center at 210 Walnut Street, Venus, Tx 76084.

**Please note that in order to hold an Annual Meeting a quorum of 10%, or 115, 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.**

The election of three (3) Board of Directors will be held prior to the meeting on the association's website [www.patriotestateshoa.com](http://www.patriotestateshoa.com). Voting will open September 17<sup>th</sup>, 2025 and conclude on October 7<sup>th</sup>, 2025. We anticipate releasing results of the election at the meeting on October 8<sup>th</sup>, 2025. 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 October 7<sup>th</sup>, 2025, to Heather Smith. No proxies will be accepted after this time. All proxies will be validated.

As voting will take place prior to the 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. The form must be received by September 16<sup>th</sup>, 2025, and will soon thereafter be shared with the community. For those candidates that timely submit a form, your name will be placed on the ballot.

We look forward to seeing you at the Annual Meeting of the Association on October 8<sup>th</sup>, 2024.

Regards,

Heather Smith, CMCA  
Community Association Manager

# *Board Member Candidacy Form*

## 2025 ANNUAL MEETING

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

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Homeowner Name:

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Daytime Phone Number:

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Property Address:

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Evening Phone Number:

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

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

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

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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 2025 Annual Meeting packet.

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

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

**Please email the form to the address listed below by 5 pm on September 16th, 2025.**

**Owner's Association of Patriot  
Estates**

**2025 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 October 7<sup>th</sup>, 2025 to the email or address listed below.**

Legacy Southwest Property Management, LLC  
5600 Tennyson Pkwy Suite 270 Plano, Tx 75024  
Phone: 214.705.1615 Email: Heather@legacyswhoa.com