



HighlandOaks HOA

board@highlandoakshoa.com

923 W. Glase Rd Suite A Hurst TX 76054

December 31, 2021

NOTICE OF 2022 ANNUAL MEETING AND CALL FOR BOARD CANDIDACY

As a member of HighlandOaks HOA, you are cordially invited to attend the 2022 Annual meeting of the Association. The Annual Meeting is being conducted in person and will be held at the time and location listed below:

Date To Be Determined

10:00 AM

Keller Police Department - 330 Rufe Snow

Attendance at this meeting is very important. In order for the meeting to be held, a quorum of 25% of the ownership (90 homeowners) must be present **in person or by proxy**. If the Annual Meeting quorum requirement is not met, the members will be asked to vote to recess the meeting until it can be reconvened. Immediately following the adjournment of the annual meeting, a board meeting will be called to elect officer positions.

We will be electing four (4) candidates to serve on the Board of Directors.

HOA NEEDS YOU - PLEASE CONSIDER A BOARD POSITION

The positions will be held for a one year term. If you would like to be considered a candidate in the election submit by emailing to board@highlandoakshoa.com or mailing to 923 W. Glade Suite A Hurst TX 76054, please complete the enclosed Candidacy form. Submissions must be received by Friday, January 30, 2022. The HOA will also accept floor nominations at the start of the meeting.

(OVER)

Board Positions:

PRESIDENT: 1. Preside at all meetings of the Association. 2. Conduct all meetings under "Robert's Rules of Order". 3. Be a spokesperson for the Association. 4. Have the power to appoint committees from among the membership. 5. Not cast a vote unless to break a tie

VICE PRESIDENT: 1. Assume the duties and powers of the President in his/her absence. 2. Receive and review all financial reports and budget inputs with the Treasurer prior to presentation to the Association. 3. Review all financial reports and budget Inputs with the Treasurer prior to presentation to the Association. 4. Perform any other duties directed by the President.

SECRETARY: 1. Take minutes at all Association meetings. 2. Prepare and distribute all notifications of meetings, events, etc. 3. Maintain the administrative files and records of the Association. 4. Compile and update official list of Association members. 5. Prepare all correspondence for the Association.

TREASURER: 1. Maintain accurate accounts of all Associations receipts and disbursements. 2. Maintain all Association financial records. 3. Prepare the annual budget for the Association. 4. Receive and deposit all monies of the Association. 5. Advise the Association on financial matters. 6. Provide a list to President of all Association members who have paid dues.

(Mainly over-site with book keeping company, as they handle these duties)

We look forward to seeing everyone at the Annual Meeting!

Sincerely,

HOA Board

Highland OAKS HOMEOWNERS ASSOCIATION

2022 BOARD OF DIRECTORS CANDIDATE APPLICATION

Candidate submissions must be received by HighlandOaks HOA no later than Friday, January 30th, 2022

The HOA will also accept floor nominations at the meeting. Applications can be submitted by any of the following options:

- * USPS Mail: Highland Oaks HOA, 923 W. Glade Suite A, Hurst, TX 76054
- * Email: board@highlandoakshoa.com
- * In person at time of the annual meeting

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

1. Give a Brief Bio of Yourself: _____

2. Board of Directors Experience in Business or Community: _____

3. Goals for the Community if elected to the Board of Directors: _____

4. I have been a Homeowner in the HighlandOaks HOA since: _____

5. Desired Position: _____

Signature: _____ Date: _____