

**COLONY CREEK VILLAGE COMMUNITY ASSOCIATION, INC. ANNUAL MEETING ANNOUNCEMENT & PROXY**

**Q: What is this form and why is it important?**

A: It is a form used to cast your vote as homeowner without attending the annual meeting or it can be used to help establish the quorum without placing a vote. The HOA bylaws require a certain number of homeowners (a quorum) be represented at the meeting or by proxy.

**Q : Can I change my vote if I attend the meeting?**

A: Yes, if you decide to attend you can request your Proxy be returned and change your vote at the meeting.

**ANNUAL MEETING ANNOUNCEMENT & PROXY**

**MEETING ANNOUNCEMENT**  
 Please take notice that the Colony Creek Village Community Association, a Texas Not-For-Profit Corporation, will hold its annual meeting on                      at **102 Colony Creek Drive, Spring, Texas (behind the swimming pool)**. This meeting is being held in accordance with the By-Laws, to elect Director(s) to fill board positions for a term of three (3) years and to discuss any matters, which should properly come before the meeting.

**ASSIGN PROXY**  
 The undersigned assign proxy to                      to represent the undersigned at the annual meeting of the members of the Colony Creek Village Community Association with the same effect as if the undersigned were present.

This proxy will continue in effect until a quorum of members in person or by proxy is achieved or

*HOA board member positions are voted on and filled at the Annual Meeting.*

*The Proxy is your way to cast a vote without attending the meeting. If you complete a Proxy but decide to attend the meeting you can request your proxy back and change your vote.*

*The HOA bylaws require a certain number of homeowners attend the meeting or provide a proxy form. This is called a "quorum"*

**Q: How do I fill out the form?**

A: Read and select **ONE** of the three proxy options listed. If you choose option 1 or 3 skip to the signature section. If you select the 2<sup>nd</sup> option don't forget to vote for or write in someone for each open position.

Select **ONE** of the three options. See below for an explanation of the three options

- 1. Assign this proxy to                      or the President of the Association if I have written no name above, **to vote on my behalf. (Check no boxes below)**
- 2. Assign this proxy to the President of the Association with the stipulation that the President **cast my vote as marked below. (Check box in each position below to vote)**
- 3. Assign this proxy to the President of the Association with the stipulation to abstain from casting my vote(s) in the election, that is, to use my proxy **for the purpose of establishing a quorum only.**

1. The person you list on the blank line will vote of your behalf. If the line is left blank the HOA president will vote on your behalf. In years the HOA president is up for election the Vice President would vote on your behalf.
2. Your Vote will be cast as marked on the Election of Directors section
3. No vote will be cast, but you will help establish the required quorum

If you select **OPTION 2** vote for or write in one candidate for each position listed. ("Incumbent" means that the person is currently on the board and running for reelection)

**ELECTION OF DIRECTOR(S)**  
 If you selected **OPTION 2** above: Vote for one candidate or write in one candidate for each position listed

Please vote for each position below or write in your candidate(s) name:

Position 3:  First Name Last Name (**INCUMBENT**)  First Name Last Name

\_\_\_\_\_

**Q: Am I required to provide an address in Colony Creek Village, my name, and signature to complete the proxy?**

A: Yes, the address, date, printed name, and signature are required to validate your homeowner proxy vote.

Property Address in the Association _____	Date _____	Provide the address of the home you own in Colony Creek Village, the current date, print and sign your name.
Signature of Member _____	Printed Name of Member _____	