**Heritage Hills Homeowners Association** (Farmington Hills)
4301 Orchard Lake Road, Ste.# 180-144
West Bloomfield, MI 48323
email: HeritageHills48331@gmail.com

November 1, 2022

Dear Neighbor:

After thoughtful consideration, listening to the voices of our residents via survey polls through our email listserv and our HOA's private Facebook group, as well as discussion with our board members, the decision has been made to hold the 2022 Annual Meeting of the Members of the Heritage Hills Homeowners Association (the "Association") virtually, via ZOOM only. The meeting time is set for **7:00PM, EST, on Wednesday, December 7, 2022** . Enclosed, for your reference, are a Nomination Form and a Proxy statement, as well as our request for you to please confirm your contact info for our records. This is also being sent to you via regular mail and you should receive it shortly, if you haven't already. You can mail that form back, or you can send a scanned copy or photo of your filled out forms, or type in all of the requested info via EMAIL to: HeritageHills48331@gmail.com.

Please click or type the following link address into your browser or Zoom app to join the meeting. Please make sure your screen name is your own actual name, because you will be placed in a virtual waiting room while we confirm that you are a resident of the association.

Join Zoom Meeting: <https://us02web.zoom.us/j/9421589110?pwd=WkEvbU50eVg2Q1RJWlVtK3RaeHcvQT09>

Meeting ID: 942 158 9110 Passcode: Eh055Q

**Board of Directors:** Your directors are elected annually. The By-Laws state that there shall be five to thirteen Directors. Please consider volunteering to serve on the Board of Directors. If you are willing to serve your community, be an active, involved member, and would like to be a candidate for election to the Board of Directors, please complete Section I of the attached Nomination Form and return it to the Association by either mail or reply email to the appropriate above referenced address. Or, if you would like to nominate someone else as such a candidate for election to the Board, please complete Section II of the Nomination Form and similarly return it to the Association, by either mailing method. Every board member can expect to have tasks or projects that they are responsible for tracking and completing, as well as updating the Projects Coordinator, the Board Officers, the Board Members-at-large, and our residents at monthly meetings or when updates are requested.

**Proxy Statement:** If you are unable to personally attend the annual meeting, please complete the attached Proxy form and return it to the Association at either the mailing address in the header or email address, or, complete it and give it to a neighbor who is planning to attend. **If you cannot attend the meeting in person, it is extremely important** that you submit your Proxy. We must have enough people attending the meeting either in person or by proxy, for the meeting to be valid, as well as for any potential voting to take place. PLEASE send this, as we need 39 households represented.

We look forward to seeing you at the meeting!

Sincerely,

Your HOA Board of Directors

Heritage Hills Homeowners Association

To see our By-Laws on our website, visit: [Https://rollingoaks-fh.org/by-laws](https://rollingoaks-fh.org/by-laws)

Also visit us on Facebook: <http://m.facebook.com/groups/150617082287520>

**Heritage Hills Homeowners Association**

Board of Directors NOMINATION FORM INSTRUCTIONS

For the upcoming Annual Meeting of our Association, we need 39 individual households or their proxies represented in order to make this a legal meeting. Please help us by attending in person or submitting your proxy! Remember, only 1 vote her household is allowed, per our By-Laws. Board members are included in the 39, also per the By-Laws.

If you have not already sent in one via mail, these are the steps how to send in a Proxy by E-mail:

1) Press "Reply" to the email you receive on your computer/phone/tablet.

2) Scroll down into the message you received and locate the blank underlined area and type in, for example, "John Doe, Member," or whomever you want to nominate to vote on behalf of your household (if left blank, the default will be the Board President).

3) Scroll down further and type in the owner's or owners' name(s) and address in the spaces provided.

4) Press "Send".

If you experience any problems or need additional help, please contact:

Joe Babcock

HHHA President

248-885-7691

HeritageHills48331@gmail.com

Thank you.

Heritage Hills Homeowners Association Board of Directors

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**Heritage Hills Homeowners Association**

**PROXY**

The undersigned represents that I am a member of the Heritage Hills

Homeowners Association (the "Association") and entitled to vote at meetings of the

general membership of the Association. I hereby revoke any proxies I may have

previously given to anyone to vote, on my behalf, at any membership meetings of the

Association and do now appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or if

left blank, Joe Babcock, President of the Association), as my proxy with the

power and authority to exercise my vote on all matters on which I would be entitled to

vote at the Association's Annual Meeting (the "Annual Meeting") currently scheduled

for December 7, 2022.

This proxy shall remain in effect until the conclusion of the Association's

Annual Meeting and, in the event that I personally attend the Annual Meeting, shall be

null and void.

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

SIGNATURE OF OWNER DATE

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

PRINTED NAME OF OWNER ADDRESS (in the HOA)

PLEASE RETURN TO:

Heritage Hills Homeowners Association

4301 Orchard Lake Road, Ste.# 180-144

West Bloomfield, MI 48323

OR, you can email this info to: HeritageHills48331@gmail.com

 PLEASE RETURN THIS FORM TO THE ASSOCIATION

 To make a nomination, please complete the form below and **mail** or **email** the form to:

 Heritage Hills Homeowners Association

4301 Orchard Lake Rd, Ste.# 180-144

Farmington Hills, MI 48323

 OR Email To: HeritageHills48331@gmail.com

**NOMINATION FORM & CONTACT INFO REQUEST FORM**

I. I would like to nominate myself as a candidate for election to the Heritage Hills Homeowners Associations' Board of Directors to be held at the Association's Annual Meeting, currently scheduled for December 7, 2022.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. I would like to nominate the following individual as a candidate for election to the Heritage Hills Homeowners Associations' Board of Directors to be held at the Association's Annual Meeting, currently scheduled for December 7, 2022.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (by You): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today's Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please confirm your contact info for our records AND indicate if you would like your contact info (phone/email) in our private directory of residents. This will ONLY be shared with the residents of Heritage Hills HOA and not with other HOAs within the neighborhood or outside of it.

Owners Name(s):

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Phone Number(s):

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Email Address(es):

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Please mark if we may include your contact info in our HOA Directory:

 ( ) YES, include my info ( ) NO, do not include my info