SUTTON SQUATE COMMUNITY ASSOCIATION, INC.

Notice of 2026 Annual Meeting of Members

October 20, 2026

To: All Owners
Sutton Square Community Association, Inc.(the “Association”)

The 2026 Annual Meeting of the Association is scheduled for **November 10, 2026, at 6:00 PM** and will be held virtually via Microsoft Teams.

The agenda for the meeting will be as follows:

1. Establish Quorum
2. Call to Order
3. Introduction
4. Waiver of the reading of the minutes of 2025 annual meeting and approval of same (a copy of the 2025 Annual Meeting minutes is enclosed)
5. President’s Report
6. Financial Report
7. Election of Directors
8. Open forum
9. Adjournment

To conduct any business at the annual meeting of the members, a quorum must be present. The presence shall be by absentee/electronic ballot, of members representing 10% (34 Ballots) of the lots to constitute a quorum. There are two (2) items which call for a vote of the members (approval of the minutes and election of one Director). Texas Property Code Section 209.00592 allows voting by absentee/electronic ballot and further provides that absentee/electronic ballots may be counted as the owner being present and voting for the purpose of establishing a quorum for items appearing on the absentee/electronic ballot. As such, if Members representing no less than 10% of the lots cast as to such matters and return same 24 hours prior to the annual meeting, we may achieve our quorum requirements and conduct business as to such matters.

There are two board positions up for election at the annual meeting. On October 8, 2026, solicitations for candidates were sent out. In response, we received two nominations, Smith, Kade and Sydnor, Charles, who are reflected on the enclosed absentee/electronic ballots. Because we are utilizing absentee/electronic balloting procedures, there will not be nominations by members in virtual attendance at the meeting. Please indicate your vote for no more than two (2) candidates and return the absentee/electronic ballot per the instructions set forth in same.

Respectfully yours,

Board of Directors,
Sutton Square Community Association, Inc

Encl: Minutes of the 2025 Annual Meeting, Virtual meeting invitation and instructions, Electronic Ballot QR Code/Link and Absentee Ballot

KRJ

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.

ANNUAL MEETING MINUTES NOVEMBER 10, 2025

NOTICE OF MEETING

The Annual Meeting of the Sutton Square Community Association, Inc. was held on Monday, November 10, 2025, at the Downtown Club at the Met, located at 340 West Dallas Street, Houston, Texas 77002.

Board Members Present:

- Richard Baker
- McKenzie Followwill
- Kimberly Hobbs
- Charles Sydnor
- Kade Smith

KRJ Management Representatives Present:

- Dilma Camarillo, Community Manager
- Eddie Padilla, Community Manager
- Maggie Bilski, Accountant

Homeowners Present: 21 homeowners

CALL TO ORDER

The Annual Meeting was called to order at **6:31 PM**.

APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made to waive the oral reading and approve the minutes from the September 16, 2024, meeting as presented.

The motion was duly seconded and **carried unanimously**.

A copy of the previous meeting minutes had been distributed to homeowners via email prior to the meeting.

PRESIDENT'S REPORT

Director Kade Smith provided an update on the Association's ongoing maintenance efforts, operational concerns, and priorities.

Maintenance and Repair Expenses

The Board continues to monitor maintenance and repair expenses closely while working to address the community's needs in a cost-effective manner.

Landscaping

The Board acknowledged ongoing landscaping concerns throughout the community. Management and the Board continue to work with VF Landscaping to improve the quality and consistency of landscaping services.

Utilities and Underground Water Leaks

Underground water leaks remain an ongoing concern due to their potential impact on utility expenses. The Board and Management continue to work together to identify and promptly report suspected underground leaks to the City for further investigation and resolution.

Metal Fence Repairs

The Association continues to address metal fence repairs as needed. The Board is also considering a project to identify and prioritize areas requiring the most urgent repairs.

Community Inspections

During scheduled property inspections conducted by Management, Board members may participate to assist in identifying maintenance concerns, including plumbing issues, fencing repairs, landscaping deficiencies, and potential deed restriction violations.

This collaborative approach is intended to improve the identification, prioritization, and resolution of community maintenance concerns.

HOMEOWNERS' FORUM

Homeowners were provided an opportunity to express concerns and discuss matters affecting the community.

Landscaping Concerns

Several homeowners expressed concerns regarding the overall condition and maintenance of landscaping throughout the community and requested improvements to the current services.

Individual and Shared Water Meters

Homeowners discussed the community's existing water meter arrangements, including individual and shared meters.

The discussion included the possibility of converting all properties to individual water meters.

No formal action or decision regarding water meter conversion was recorded during the meeting.

ELECTION RESULTS

The results of the Board of Directors election were announced.

The following individuals were elected to serve on the Sutton Square Community Association, Inc. Board of Directors:

- **Kimberly Hobbs**
- **Richard Baker**
- **Joe Holsen**

ADJOURNMENT

There being no further business to come before the membership, the Annual Meeting was adjourned at **7:57 PM**.

Respectfully submitted,

Dilma Camarillo
Community Manager
KRJ Management, Inc.
On Behalf of Sutton Square Community Association, Inc.

INSTRUCTIONS FOR ATTENDING VIRTUAL MEETING BY MICROSOFT TEAMS

Meeting invitation:

You are invited to attend the scheduled virtual annual meeting of the members.

To join the meeting, please click on the following link: **Join:**
https://teams.microsoft.com/meet/2828391927350555?p=CCvNLt155bENMpr1Nz

Meeting ID: 282 839 192 735 055 5

Passcode: cQ2pX6md

Need help? | System reference

Dial in by phone

+1 281-371-9014,,946832186#

To watch a brief video on how to use "Microsoft Teams Meeting," Click on the link below and click play in the middle of the screen.

How to join a Teams Meeting

To submit your Electronic Ballot, please scan the QR code or use the link below the QR code:



Sutton Square Community Association, Inc. – Fill out form

You will need your HOA account number to submit your vote electronically.

Please call 713-600-4000 or email smile@krjcares.com if you have any questions or need your account number.

KRJ

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.

ABSENTEE BALLOT
2026 ANNUAL MEETING OF THE MEMBERS
NOVEMBER 10, 2026

Vote on Approval of the 2025 Annual Meeting Minutes and Election of Directors

Owner Name: _____ **Property Address:** _____

A. WAIVER OF READING AND APPROVAL OF 2025 ANNUAL MEETING MINUTES
A copy of the November 10, 2025, Annual Meeting Minutes is included with the Notice of Meeting. I hereby cast my vote regarding the waiver of the oral reading and approval of the 2025 Annual Meeting Minutes as presented:

☐ **FOR** – Approve the minutes ☐ **AGAINST** – Do not approve the minutes ☐ **ABSTAIN** – No vote

B. ELECTION OF DIRECTORS
Two (2) positions on the Board of Directors are up for election, each serving a two-year term. I vote as follows:

Please select a maximum of TWO (2) candidates. If more than two candidates are selected, the votes cast for the election of directors cannot be counted.

Candidates:

☐ Kade Smith
☐ Charles Sydnor
☐ Write-In Candidate: _____

IMPORTANT ABSENTEE BALLOT DISCLOSURE: Pursuant to Texas Property Code §209.00592(c): By casting your vote via this Absentee Ballot, you will forego the opportunity to consider and vote on any action from the floor as to these proposals. This means that if there are amendments to these proposals, your votes will not be counted on the final votes on these measures. If you desire to retain this ability, please attend the meeting in person. You may submit an Absentee Ballot and later choose to attend the meeting in person, in which case any in-person vote shall prevail. A nomination taken from the floor is not considered an amendment to the proposal for the election.

Pursuant to Texas Property Code § 209.00592(b)(1): This Absentee Ballot may be counted as the owner being present and voting for the purpose of establishing a quorum only for items appearing on this ballot.

Owner: _____ (Signature) _____ (Printed Name) Date:_____
Owner: _____ (Signature) _____ (Printed Name) Date:_____

Please submit your completed Absentee Ballot to the Association, c/o KRJ Management, Inc., no later than **3:00 PM on November 10, 2026**, by mail or hand delivery to KRJ Management, Inc., Attn: Dilma Camarillo, 2603 Augusta Drive, Suite 300, Houston, TX 77057, or by email to smile@krjcares.com. All ballots must be received by the stated deadline to be considered valid.

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