

## **NOTICE OF ANNUAL MEETING**

**The Woods Home Owners Association**  
C/o PS Property Management Co., Inc.  
PO Box 7079 Round Rock, TX 78683  
(512) 251-6122 Fax (512) 251-3470  
E-mail: [info@psprop.net](mailto:info@psprop.net)

**Tuesday March 23<sup>rd</sup>, 2021 at 7 pm**  
**Meeting Held Via Zoom**

**Register in advance for this meeting:**

<https://us02web.zoom.us/join/register/tZAId6vrj8tHtGIGW2L1xuEzUpMZIQMKYqv>

Woods HOA Residents:

You are invited to the 2021 Woods HOA Annual Meeting & Elections, to be held on March 23<sup>rd</sup>, 2021. The meeting will be held electronically via Zoom, starting at 7 pm. We are holding this meeting virtually due to continuing concerns with COVID-19 and want to make sure we allow as many residents as possible to attend. Please register online by 4 pm on March 23<sup>rd</sup> so we may send you the required meeting information prior to starting. We are currently looking to elect four candidates, with positions to be discussed in an executive session.

To safely hold elections while allowing everyone to cast their vote, we will have several voting options available to homeowners. We will have a live vote during the meeting using Zoom. Secondly, we will email a ballot to all homeowners on March 8<sup>th</sup>, 2021. You can vote using this online form, which will automatically be sent to PS Property for calculation. If you are unable to attend the online meeting, you can use the attached proxy form, to be mailed or emailed to PS Property Management. Your proxy is not a vote but will give your vote to another owner or the sitting Board President. Finally, you can request a paper ballot by calling the PS Property Management office before March 12<sup>th</sup>, and we will mail you a ballot and the candidate nomination information.

We ask that homeowners only vote using one method. PS Property will be counting votes via ballots, proxy forms, and the Zoom meeting results, and announcing the results of the elections no later than March 26<sup>th</sup>, 2021.

Prior to online voting, which starts on March 8<sup>th</sup> and runs until March 23<sup>rd</sup>, you can review the nominees on the HOA website ([thewoodshoa.org](http://thewoodshoa.org)).

Below are the nominees for the 2021 Board of Directors:

Gavin Benedict

Travis Claypool

Gwen Soper Hatch

Jordan Nixon

Benjamin Smith

If quorum is achieved, 122 members, we will elect four members to the Board of Directors, joining the sitting President Mr. Earl Hairston. *If you are unable to attend or vote online*, you can submit a proxy without voting privileges using the form below, and sending it to PS Property via email, fax, or mail.

Please direct any questions or concerns to your Board of Directors ([boardmembers@thewoodshoa.org](mailto:boardmembers@thewoodshoa.org)), or to Kyle with PS Property Management. We look forward to seeing many of you virtually on March 23<sup>rd</sup>!

## Meeting Agenda

1. Call to Order
2. Establishment of Quorum
3. Review of 2019 Meeting Minutes
4. Board of Directors Presentation
  - a. President's State of Association
  - b. Treasurer's Report
  - c. Approval of Treasurer's Report
5. Board of Director's Elections
  - a. 4 Positions Available
  - b. Call for Floor Nominations
  - c. Candidate Introduction
  - d. Electronic Vote via Zoom
6. Homeowner Forum
  - a. Limit 2 minutes per homeowner
7. Adjournment

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### Proxy

I will be unable to attend the meeting and want my proxy to be included. I am appointing the following person as my proxy. KNOW ALL MEN BY THESE PRESENTS, that the undersigned Homeowner The Woods Home Owners Association, Inc., does hereby authorize and appoint \_\_\_\_\_ or the sitting Board President, to be Proxy for this owner at the Annual Meeting, held in 2021. **(Please check one of the options below)**

Option #1 The appointee named above, as the Proxy for the Homeowner, to act on behalf of Homeowner at the Annual Meeting of members of in The Woods Home Owners Association, Inc. and has voting privileges.

Option #2 This proxy is to be used for quorum purposes only. No voting privileges.

Address \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

**If you are unable to attend the Annual Meeting or vote electronically, please fill out and return the Proxy to PS Property Management Co., Inc. PO Box 7079 Round Rock, TX 78683 or email to [info@psprop.net](mailto:info@psprop.net) or fax to 512-251-3470 by March 22nd, 2021.**