

# How to Complete Proxy Form

1. Cross out the pre-printed text that says “the Chairperson of the Meeting.”
2. Initial next to the crossed-out line to confirm the change.
3. Write the name of your chosen proxyholder (for example, Chondra Carston) clearly above the blank line.
4. Complete all required fields at the bottom of the form:
  - Property address
  - Email address
  - Printed name
  - Handwritten signature
  - Date
5. Email the completed and signed proxy to email address noted on the proxy form  
j.harper@sbbmanagement.com and  
chondra@chondracarston.com in the To or CC line so we have confirmation it was sent successfully.
6. In the email body, please write: “Please reply to confirm receipt.”
7. Submit before 5PM Thursday Feb12 to ensure your proxy is counted.

## FRIENDLY REMINDER

- DO NOT leave the proxyholder line blank.
- DO NOT use DocuSign or an electronic signature — a handwritten signature is required.
- DO NOT submit an unsigned or undated proxy.
- DO NOT wait until the last minute.

## Bella Casa Owners Association

Professionally Managed by SBB Community Management, AAMC®

**EXAMPLE**

SPECIAL MEETING: PROXY

2026 Special Meeting: Monday, February 13, 2026 @ 9:00a.m.

Location: Comerica Bank Tower, located at 1717 Main Street, 33rd Floor (Russian & Santa Rita Room), Dallas, Texas 75201.

I hereby assign my proxy to the <sup>#1</sup> ~~Chairperson of the Meeting~~ <sup>#2 your initial</sup> ~~or~~ <sup>Chondra Carston</sup> ~~the President of the Board of Directors~~ <sup>#3</sup> (if left blank, it will default to the Chairperson of the Meeting – the President of the Board of Directors) to assign my vote at the Special Meeting. I acknowledge that the proxyholder has the right to cast votes on my behalf if this option is selected.

This proxy is valid only of the Special Meeting and no other purpose. For your proxy to be valid, please fill out the required information below. The undersigned has executed this document -

### #4 Complete entire section

Address: \_\_\_\_\_, Frisco, TX 75034 Email: \_\_\_\_\_

Printed Name \_\_\_\_\_

*X handwritten signature date signed*

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

Please hand deliver at the meeting location, mail or email this proxy to be received by Thursday, February 12, 2026, by 5:00p.m. to:

Bella Casa Owners Association  
c/o SBB Management Company  
12801 N Central Expressway #1401  
Dallas, TX 75243

#5 Email: j.harper@sbbmanagement.com • chondra@chondracarston.com