

Highland Creek Manor

2023 Annual Meeting

To: Highland Creek Manor Homeowners

From: Highland Creek Manor Board of Directors

Re: Notice of Annual Homeowners Meeting

In accordance with Article III, Section 4 of the Bylaws for the Highland Creek Manor Homeowners Association Inc., the 2023 Annual Homeowners Meeting is scheduled for Wednesday, June 14, 2023 at 7:00 p.m. The meeting will be held at the:

Springhill Suites -18180 Highland Springs Way, Dallas 75252

Meeting Room – Located off the Lobby on the First Floor

Representatives from the Board of Directors and SBB Community Management will be present to discuss all aspects of the Association. A copy of the preliminary agenda is enclosed.

There will be two (2) Board Member positions open for elections. If you are interested in running for a position on the Board of Directors, please complete the enclosed candidacy form and return it to Nancy Barcenas at SBB Community Management. Nominations will not be taken from the floor.

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. The Bylaws state that in order to hold a meeting and conduct business of the Association, there must be a quorum present. A quorum is the number of homes represented either in person or by proxy. The quorum required attending this meeting to conduct business is 20% or 32 homes. If the quorum for the annual meeting is not met, the Association must recall the meeting until a quorum is established. In recalling the meetings the Association incurs more costs in printing, postage and rental deposits, rental fees, etc.

Please take a moment to sign and return the enclosed proxy **even if you plan to attend** as unforeseen circumstances can occur. If you turn in a proxy and you attend the meeting, the proxy will be voided. You may mail the proxy to SBB Community Management at 12801 Central Expressway, Suite 1401, Dallas, Texas 75243, fax to Nancy Barcenas at (888) 980-0985 or email it to n.barcenas@sbbmanagement.com. Your attendance or proxy will help fulfill the quorum requirements.

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Proxy

Annual Meeting of Homeowners

Highland Creek Manor Homeowners Association, Inc.

June 14, 2023 at 7:00 p.m.

As an owner in **Highland Creek Manor Homeowners Association, Inc.**, I hereby appoint the Chairperson of the meeting or _____ as my proxy with full powers of substitution, to vote for the undersigned at the above stated meeting and any adjournment(s), postponement(s), rescheduling(s) or other call(s) thereof or any other business which may properly come before the meeting in such manner as he or they determine to be in the best interest of the Association; hereby revoking any proxy or proxies heretofore given by the undersigned.

THIS PROXY IS REVOCABLE AT ANY TIME BEFORE IT IS EXERCISED.

Print Name

Date

Homeowner Signature

Address

PLEASE SIGN, DATE AND FAX TODAY!

Must have to SBB by June 14, 2023 by 12:00 noon

EMAIL, FAX OR MAIL TO SBB COMMUNITY MANAGEMENT

Attn: Annual Meeting for Highland Creek Manor Homeowners Association, Inc.,

12801, N. Central Expressway, Suite 1401,

Dallas, Texas 75243

PHONE: (972) 960 - 2800 FAX (888) 980-0985

Email: n.barcnas@sbbmanagement.com

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Wednesday, June 14, 2023

7:00 p.m.

Agenda

- I. Establish Quorum and Call Meeting to Order
- II. Proof of Notice of Meeting
- III. Approval of 2022 Annual Meeting Minutes
- IV. Association Reports
- V. Association Business
- VI. New Business
- VII. Election of Directors – Two (2) Positions
 - a. Election Results
- VIII. Questions and Answer Session
- IX. Adjournment

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DECLARATION OF CANDIDACY FOR THE BOARD OF DIRECTORS

Name: _____

Address: _____

Phone: _____ E-mail: _____ Fax: _____

Please provide a brief personal history (include information such as family members, interests, education, etc.)

List any pertinent experience/qualifications (employment history, prior experience with a homeowners association, prior experience on a committee, or Board of Directors, etc.)

Please provide a brief statement detailing your desire/reason(s) for serving on the Board of Directors (i.e. interest in the neighborhood, improvements, visions for the community, etc.)

Are there any commitments that will hinder your ability to serve on the Board of Directors? (i.e. travel, employment, etc.)

Please return this form to SBB Community Management no later than Monday, June 5, 2023, by 5 pm.

Please remit submissions to:
12801 Central Expressway, Suite 1401 Dallas, TX 75243
Phone: (972) 960-2800 Fax: (888) 980-0985
E-mail: n.barcenas@sbbmanagement.com

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Question or Comments

Each year at the Highland Creek Manor Annual Meeting there is a question and answer presentation. **In order to help meet our deadline, we are asking that you send in your questions and/or comments ahead of time. You may submit your concerns via this form by mail or fax, or you can send in your question via email to Nancy Barcenas at n.barcenas@sbbmanagement.com and the form must be submitted no later than June 12, 2023.** The correspondence information is SBB Community Management, 12801 N. Central Expressway, Suite 1401, Dallas, Texas, 75243.

ATTN: Highland Creek Manor Annual Meeting, You may fax or email to Nancy Barcenas at (888) 980-0985, or n.barcenas@sbbmanagement.com.
