

HOA of Brentwood Place, Inc.

2024 ANNUAL MEETING NOTICE Wednesday, May 29, 2024 6:00 P.M.

May 10, 2024

Dear HOA of Brentwood Place Homeowner,

In accordance with Article 4, Section 5 of the Bylaws for HOA of Brentwood Place, Inc., you are hereby given notice of, and requested to attend, the **2024 Annual Meeting for Homeowners**. The meeting is scheduled for **Wednesday, May 29, 2024, at 6:00 p.m. via www.gotomeeting.com**.

The meeting will begin at 6:00 p.m. Please call into +1 408-650-3123 Access Code 639-113-669#. You can also log in to view the meeting at <https://meet.goto.com/639113669>.

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. **Please take a moment to sign and return the enclosed proxy even if you plan to attend, as unforeseen circumstances can occur. The deadline to return the proxy is Tuesday, May 28, 2024, by Noon.** Please email the proxy to sondra@legacysouthwestpm.com or submit your proxy on the community website. Your attendance or proxy will help fulfill the quorum requirements. The quorum required to hold a meeting is twenty percent (20%) of all lot owners. If the quorum for the annual meeting is not met, the Association will not be able to conduct any Association business, and will incur additional expenses to recall, reschedule and re-notice.

An election will be held for two (2) positions on the Board of Directors. If you are interested in running, please complete the Candidacy Form enclosed or on the community website or return it via email to sondra@legacysouthwestpm.com by Sunday, May 26, 2024.

If you have any questions or concerns, please let me know.

Regards,

Sondra Franey
Association Manager

HOA of Brentwood Place, Inc.

AGENDA

2024 ANNUAL MEETING

- I. Call Meeting to Order
 - a. Establish Quorum
 - b. Proof of Notice
 - c. Introductions
 - d. Approval of 2023 Minutes
- II. Board Candidate Introductions
- III. 2023 Financial Recap
- IV. Community Updates
- V. Announce Election Votes
- VI. Adjournment
- VII. Questions & Answers

HOA of Brentwood Place, Inc.

******* Important – Do Not Discard *******

2024 Annual Meeting

Proxy

I, the undersigned, being the record Owner of the property identified below, or being the authorized voting representative for the property, hereby revoke any previous proxies and grant to the person, identified below (“my Proxy Holder”) my revocable Proxy as a Member of The HOA of Brentwood Place, Inc. (the “Association”), at the Annual Meeting of the Association scheduled for May 29, 2024 or as such meeting may be rescheduled, adjourned, or recessed and reconvened. The undersigned appoints:

- Quorum purposes only
- Board of Director: _____ (if no Director is listed, then the proxy will be given to the Board President)
- _____ *[a member (owner) of the Association]*

As the proxy holder of the undersigned, with power of substitution to vote and otherwise represent all of the membership interest of the undersigned at the Annual Meeting of the members of The HOA of Brentwood Place, Inc.

Sign and Date

For this Proxy to be valid it must be signed and dated.

Executed this Date (specify date): _____

Your Signature-Owner/Member

Your Printed Name-Owner/Member

Property Address

E-mail Address

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy. Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy. This form can be emailed to sondra@legacysouthwestpm.com.

The deadline to return the proxy is Tuesday, May 28, 2024, by Noon.

This proxy is valid for 90 days.

Legacy Southwest Property Management, LLC
8668 John Hickman Pkwy., Ste. 801, Frisco, TX 75034
Phone: 214-705-1615 Email: sondra@legacysouthwestpm.com

HOA of Brentwood Place, Inc.

Board Member Candidate Questionnaire

2024 ANNUAL MEETING

Please fill out this profile form if you are interested in running for the Board of Directors

Homeowner Name: _____ Phone Number: _____

Property Address: _____ Email: _____

Please tell us about yourself: (spouse, kids, hobbies / interests, etc.)

Please write past experiences / work that qualifies you for a position of the Board of Directors:

What would you like to do for the association?

Do you have any commitments that will restrict you from serving on the Board of Director? (Travel, Employment, other Meetings): _____

By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the 2024 Meeting packet.

Signed: _____

Date: _____

Please email the form to sondra@legacysouthwestpm.com or submit your form on the community website by Sunday, May 26, 2024.