

Windmill Farms Homeowners Association, Inc.

Essex Association Management, L.P., 1512 Crescent Drive, Suite 112, Carrollton, TX 75006, (972)428-2030

November 29, 2016

Notice of Annual Meeting

December 13, 2016

Dear Windmill Farms Homeowner:

As manager for Windmill Farms Homeowners Association, Inc., I am pleased to advise the Annual Meeting is to be held on **Tuesday, December 13, 2016**. The purpose of this meeting is to conduct normal business of the Association, present information on current Association affairs and elect one (1) officer for the Board of Directors.

Enclosed for your convenience is a candidate form should you be interested in serving on the Board and a proxy which can be used in the event that you are unable to attend the meeting. **It is very important that you assign your proxy if you cannot attend. The meeting cannot be held unless a quorum is present, either in person or by proxy.**

Date: **Tuesday, December 13, 2016**

Time: **6:00pm – 7:30pm**

Location: **Smith Elementary School
1750 Iron Gate Blvd.
Forney, TX 75126**

Check in will begin at 5:45 p.m. We are looking forward to seeing you on December 13, 2016. If you have any questions please feel free to contact me at (972)428-2030.

Windmill Farms Homeowners Association, Inc.

By: **Chris Hoofnagle**

Chris Hoofnagle, Association Manager
Essex Association Management, L.P.

Windmill Farms Homeowners Association

2016 Annual Meeting
Candidacy Questionnaire

Candidate Questionnaire

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

Introduce yourself; include business, homeowner association or other experience, number of years at Windmill Farms Homeowners Association, Inc. _____

Desire/Reason in running for the Board of Directors. Include neighborhood interest, desired improvement for Windmill Farms Homeowners Association, Inc. _____

Areas you feel need more of the Board of Directors attention in the up-coming year. What areas could you make the greatest conurbation: Architectural, financial, legal, maintenance, social, etc? _____

Do you have any commitments that will deter you from serving on the Board of Directors? _____. If so, please describe: _____

By submitting this form, I acknowledge that I accept those responsibilities as described in the Bylaws if elected, and I am aware that the information provided on this questionnaire will be published in the Annual Meeting Welcome Packet.

***** Important- Do Not Discard *****

Windmill Farms Homeowners Association, Inc.

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 for quorum only and all other respects to act on my behalf as a Member of The Windmill Farms Homeowners Association, Inc. (the "HOA"), at the Annual meeting of the HOA scheduled for December 13, 2016 or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

Proxy for Quorum Only (Not assigning vote)

- I hereby assign my proxy to _____ to establish Quorum **only** at The Windmill Farms Homeowners Association, Inc. Annual Meeting.

or

Proxy for Assigning Vote (Includes Quorum)

- Member of the HOA Board.
- Or**
- To: _____ (please print individual's full name); or if the person names is absent, incapacitated, or unwilling to act as my proxy, then to the following individual alternate (optional) _____.

Sign and Date

In order 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)

(Your 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.

Mail, fax, or email this form to:

**Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, Texas, 75006
Fax: (469)342-8205 or E-mail to: info@essexhoa.com**

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