

SUNDANCE (SAN ANTONIO) HOMEOWNERS ASSOCIATION, INC.



**2016 Annual Membership Meeting
17 May 2016 at 6:00pm (sign in at 5:45 pm)**

Your vote is essential to establish quorum

Please sign and return your proxy today. If you plan to attend, it can be returned to you at the Meeting, so you may vote in person.

13 April 2016

Dear Homeowner,

Pursuant to the governing documents of Sundance (San Antonio) Homeowners Association, Inc., there will be an Annual Meeting of the Membership held at:

Sundance Pool/Clubhouse
1103 Sundance Fort, San Antonio, TX 78245
17 May 2016 at 6:00 pm

The meeting will be held for the following purposes:

- To elect One (1) position to the Board of Directors – for a Three (3) year term
- To consider reports of the affairs of the Association
- To transact any other business which may properly come before the meeting

Please find enclosed for your review the following information:

- An agenda of the meeting
- A meeting proxy in the event you are unable to attend the Annual Meeting *(Please send your proxy today. If you attend the meeting your proxy will be returned and you may vote at the meeting.*)
- A candidate profile form for those interested in serving on the Board of Directors

If you are interested in serving on the Board of Directors, please fill out a candidate profile form and send it to Sundance HOA C/O RealManage, PO Box 803555, Dallas, TX 75380-3555, fax to 866-919-5696, or email to sunsana@ciramail.com Please submit your Candidate Profile Form, if you are interested in running for the open position by 30 April 2016. If you submit the candidate form by the dead line, your name will be included on the ballot. Nominations will also be taken from the floor.

Whether or not you plan to attend the meeting, complete and mail your proxy today. The Association must have the presence in person or by proxy of at least ten percent (10%) as stated within the Association's Bylaws to meet quorum. If we do not meet quorum the association incurs the expenses of another meeting and everyone is inconvenienced. Please complete your enclosed proxy and return to Sundance HOA C/O RealManage, PO Box 803555, Dallas, TX 75380-3555 no later than the meeting date above. If you are an owner of more than one unit, please indicate the address of each unit on your Proxy so that you can cast one vote per unit, and each will be properly counted.

The Board of Directors looks forward to seeing each of you at the meeting.

Come and meet your neighbors and see what's been going on. We'll see you there!!

Sincerely,

Iván Rivera

Community Association Management

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P.O. Box 803555, Dallas, TX 75380-3555 • P: 866-473-2573 • F: 866-919-5696
• www.realmanage.com • sunsana@ciramail.com

**2016 Annual Membership Meeting
17 May 2016 at 6:00 pm (sign in at 5:45 pm)**

AGENDA

- I SIGN IN AND DETERMINATION OF QUORUM 5:45 pm**
- II WELCOME & CALL TO ORDER 6:00pm**
- III PROOF OF NOTICE OF MEETING**
- IV. INTRODUCTIONS**
- V. REPORTS OF OFFICERS**
- VI. APPROVAL OF 2015 ANNUAL MEETING MINTUES**

- VII. ELECTION OF DIRECTOR/s – One Director, for a Three Year term**
 - a. Introduction of Announced Candidates**
- VIII. QUESTIONS & ANSWERS**
- IX. RECESS TO COUNT VOTES (if required after Q&A)**
- X. VOTING RESULTS**
- XI. ADJOURNMENT**

Welcome to this annual meeting of Sundance (San Antonio) Homeowners Association, Inc. The presiding officer will move through the agenda out of respect for participants and attendees will hold to any required times. Please place cell phones on mute and hold conversations with your neighbors until after the meeting. The presiding officer may limit the time an audience member speaks depending on the nature of the matter presented and time needed to conduct the remainder of business on the meeting agenda. Individual matters relating to your property should be brought to the attention of the manager after the meeting. Thank you for attending!

SUNDANCE (SAN ANTONIO) HOMEOWNERS ASSOCIATION, INC.



PROXY
for
ANNUAL MEETING OF THE MEMBERS
of
SUNDANCE (SAN ANTONIO) HOMEOWNERS' ASSOCIATION, INC.

The undersigned, as owner(s) of the property described below, and as member(s) of the SUNDANCE (SAN ANTONIO) HOMEOWNERS' ASSOCIATION, INC. (the "Association"), a Texas non-profit corporation, hereby revoke any previous proxy(s) and appoint _____ (please insert name of the individual you want to designate as your proxy holder - if no individual is designated, the Secretary of the Association will act as your proxy holder) as my/our proxy to attend the Annual Meeting of the Members of the Association scheduled for **Tuesday, May 17, 2016**, and any continuation or adjournments thereof and:

Please check either (a) or (b).

- (a) to use this Proxy for quorum purposes only; or
- (b) to represent, vote and otherwise act for me/us in the same manner and with the same effect as if I/we were personally present.

IF NEITHER (a) NOR (b) ABOVE IS CHECKED, THIS PROXY WILL BE USED FOR QUORUM PURPOSES ONLY. IF BOTH (a) AND (b) ARE CHECKED, THIS PROXY WILL BE USED FOR QUORUM PURPOSES ONLY.

I/We authorize my/our proxy holder to substitute any other person to act under this Proxy, to revoke any substitution, and to file this Proxy and any substitution or revocation with the Association. The Proxy is revocable at any time before it is exercised, and the undersigned reserves the right to attend the meeting and vote in person. **In order for this Proxy to be valid, you must sign, date and include your property address in Sundance (San Antonio) Homeowners' Association, Inc. below.**

Date

Signature

Address in Sundance

Printed Name

The deadline for the Association to receive the Proxy other than those being hand delivered to the meeting is 5:00 pm on Friday, May 13, 2016. Proxies may be submitted via any of the following methods:

- Via email to sunsana@ciramail.com
- Via fax to RealManage 866.919.5696
- Send Proxy to meeting via neighbor
- Via mail to: RealManage
c/o Ivan Rivera
PO Box **803555**
Dallas, TX 75380-3555

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Please complete the candidate profile form and return by 30 April 2016 via email to our contact information noted below, if you are interested in running for the Board.

CANDIDATE PROFILE FORM

NAME: _____

ADDRESS: _____

EMAIL: _____ HOME: (_____) _____ - _____

CELL: (_____) _____ - _____ OFFICE: (_____) _____ - _____

Previous Homeowners Association Involvement:

Other professional, Civic, or special interest committee or group involvement:

Association Issues:

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the Bylaws.

Signed: _____

Date: _____

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