

Sundance Home Owners Association



2017 Annual Membership Meeting
May 18th, 2017 at 6:00 pm (sign-in at 5:45)
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.

May 3, 2017

Dear Sundance Homeowner:

Pursuant to the governing documents of the Sundance Home Owners Association, there will be an Annual Meeting of the Membership held at:

Sundance Pool/Clubhouse
1103 Sundance Fort, San Antonio, TX 78245
May 18th, 2017 at 6:00 PM

The meeting will be held for the following purposes:

- To elect one (1) position to the Board of Directors
- 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.** Please send back your proxy (if unable to attend) to: Sundance (San Antonio) HOA C/O RealManage, PO Box 803555, Dallas, TX 75380-3555, fax to 866-919-5696, email to SUNSANA@ciramail.com or hand deliver, between 8 and 5 on weekdays, to 12500 San Pedro, Suite 325, San Antonio, TX 78216. Please submit your Candidate Profile Form, if you are interested in running for the open position by close of business, Friday, May 12, 2017. If you submit the candidate form by the deadline, 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/ballot today. The Association must have the presence in person or by proxy of at least ten percent (10%), or 18 homeowners, 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/ballot and return to: **The Sundance (San Antonio) HOA C/O RealManage, PO Box 803555, Dallas, TX 75380-3555 or at SUNSANA@ciramail.com** 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,
Board of Directors
Sundance Homeowners Association

Comprehensive community management solutions

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• www.realmanage.com • VILENCIN@ciramail.com

Sundance Home Owners Association



**2017 Annual Membership Meeting
May 18th, 2017
Sundance Pool /Clubhouse
6:00 PM (sign-in starts at 5:30PM)**

Welcome to this annual meeting of the Sundance Owners Association. 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!

AGENDA

- I. SIGN IN AND DETERMINATION OF QUORUM
- II. WELCOME & CALL TO ORDER
- III. PROOF OF NOTICE OF MEETING
- IV. DISPENSATION OF 2016 ANNUAL MEETING MINUTES
- V. INTRODUCTIONS
- VI. REPORTS OF OFFICERS
- VII. ELECTION OF DIRECTORS – One (1) position, for a Three Year Term
 - a. Introduction of Announced Candidates
 - b. Nominations From the Floor
- VIII. COMMUNICATIONS FROM MEMBERS
- IX. ANNOUNCEMENT OF BOARD OF DIRECTORS
- X. ADJOURNMENT

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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 **Thursday, May 18, 2017**, 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 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 Thursday, May 17, 2016. Proxies may be submitted via any of the following methods:

- Via email to sunsana@ciaramail.com
- Via fax to RealManage 866.919.5696
- Send Proxy to meeting via neighbor
- Via mail to: RealManage
PO Box 803555
Dallas, TX 75380-3555



**NOMINEE FOR BOARD OF DIRECTORS
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 you feel are most important to address:

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

Signed: _____

Date: _____