

Sundance San Antonio Homeowners Association, Inc.

2022 Annual Membership Meeting – December 8, 2022 at 6:30 pm

Your vote is essential to establish quorum

November 28, 2022

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 the Sundance Clubhouse located at 1103 Sundance Fort, San Antonio, TX 78245 on December 8, 2022 at 6:30 p.m.

The meeting will be held for the following purposes:

- To elect one (1) Board of Director (the candidate receiving the most votes will serve a three (3) year term).
- To transact any other business which may properly come before the meeting.

Please find enclosed the following information for your review:

- An Agenda of the meeting

This year we have added the option to **vote electronically** using a third-party representative. This is a safe and efficient method to increase participation while saving both time and money. Each property with an email on file will receive an email invitation to vote from the Sundance voting site. Please be sure to add this email address **Sundance@ivotehoa.com** to your safe sender list/address book so you can participate in the vote.

Voting online is easy and quick! You will have three steps!

- 1. Receive the email and click the link to go to the voting site***
- 2. Register for the vote by entering your name, email, and creating a password***
- 3. Make your choices on the ballot and submit***

When your vote is complete, you will receive both an onscreen confirmation and an email that the vote has been recorded. The entire process takes only a few minutes - less time than it did to read these instructions.

Whether or not you plan to attend the meeting, please vote when you receive the vote now ballot. 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. We have 405 platted residential lots in Sundance, that requires for the meeting to take place we must have 41 owners in person or by proxy attending the meeting. If we do not meet quorum the association incurs the expenses of another meeting and everyone is inconvenienced. Please if you have any questions, send to Sunsana@Ciramail.com. The Board of Directors looks forward to your participation in the meeting.

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Welcome to this Annual Meeting of the 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!

AGENDA

Sign In - Call to Order

- Determination of Quorum - 10% of 405 Platted Residential Lots = 41 Owners, In Person or By Proxy
- Verification Of Proof Of Notice - Date Notice Was Mailed To Membership November 15, 2022.
- Introduction and opening remarks.
- Approval of Minutes - Annual Meeting of the General Membership – October 2022. Minutes available for review in the RealManage resident portal at www.realmanage.com
- Year in Review
- Election Of One (1) Board Of Director To Serve A Three (3) Year Term.

Nominees: Jason Henderson

Nominations will be taken from the floor

Election Results Provided 48 hours after the annual meeting to give precise count.

- Adjournment

Immediately following the Annual Meeting will be an

Organization Meeting of the Directors

- Sign In - Call To Order
 - Determination of Quorum
 - Election of Officers - Bylaws - Article VI, 6.02 Election of Officers: President, Vice President, Secretary, Treasurer.
The Vice President and Treasurer may be held by one person.
 - Adjournment
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DIRECTED PROXY/ Email: SUNSANA@CiraMail.com

The undersigned, a member of the Sundance SA Homeowners Association, hereby appoints the Secretary or _____ to act as proxy for the undersigned, at the meeting of the members of the Association to be held on **December 8th, 2022 at 6:30 p.m.**, at 1103 Sundance Fort, San Antonio, TX 78245, and at any reconvening of such meeting.

This proxy is also for the purpose of establishing a quorum for the meeting. To be valid, the proxy must be fully completed and signed. This proxy shall be revocable until such time as this authority granted hereby is exercised.

I hereby direct my proxy to vote as follows according to the number of votes that the undersigned would be entitled to vote if then present:

Quorum only designated proxy

Board of Directors: There is one position available on the Board for a three-year term. You may vote for only one individual. Voting for more than one individual will invalidate your vote.

Jason Henderson

Write-In

My proxy holder may NOT cast my vote for any other issues that arise at such a meeting.

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO COMPLETE THE INFORMATION BELOW AND SIGN THE PROXY WILL RENDER IT INVALID.

Signature: _____ Property Address: _____

Printed Name: _____ Date: _____
