

Brighton Estates Residential Community, Inc.

NOTICE OF ANNUAL MEETING Tuesday, November 14, 2023.

Dear Brighton Estates HOA Member,

In accordance with Article 3, Section 3.5 of the Bylaws for Brighton Estates HOA, you are hereby given notice that an Annual Meeting of the Members is scheduled for **Tuesday, November 14, 2023, at 6:00p.m.**, via GoToMeeting.

The purpose of the Annual Meeting is to conduct business of the Association. This business includes accepting nominations for the Board of Directors, reviewing the financials of the Association, and other Association business. If you are interested in running for the board of directors, please complete the Candidacy Form and return it to Legacy Southwest Property Management.

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. The Bylaws state that in order to hold a meeting and conduct business of the Association, there must be a quorum present. A quorum is the number of homes represented either in person or by proxy. **The quorum required to elect directors is ten percent (10%) of all lot owners.** If the quorum for the transition 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.

The meeting will be held via GoToMeeting. To join the meeting please visit:

<https://meet.goto.com/369073301>

You can also dial in using your phone.

Access Code: 369-073-301

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**If you are attending by proxy, please complete and return the proxy to
Heather@legacysouthwestpm.com no later than Noon on Tuesday, November 14, 2023.**

The meeting will begin promptly at 6:00 p.m. We look forward to having you join us. If you have any questions, please call Heather Smith at 214-705-1615, Option 7.

Regards,

Heather Smith, CMCA Community Manager
Vonnye Wade, Community Manager

Brighton Estates Residential Community, Inc.

AGENDA

2023 ANNUAL MEETING

- I. Call to Order**
- II. Introductions**
- III. The Workings of an HOA**
- IV. Financial Review**
- V. Call for Candidates and Election**
- VI. Adjournment**
- VII. Open Forum – Questions and Answers**

***Voting results will be posted on Community Website and sent via Email Blast within 72 hours of the Meeting.**

Brighton Estates Residential Community, Inc.

PROXY

2023 ANNUAL MEETING

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 Brighton Estates Residential Community, Inc. (the "Association"), at the Annual Meeting of the Association scheduled for Tuesday, November 14, 2023 or as such meeting may be rescheduled, adjourned, or recessed and reconvened. The undersigned appoints:

Option #1 _____ (name) (someone who will attend the meeting on your behalf)

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

Option #2 **This proxy is to be used for quorum purposes only.**

Unless sooner terminated, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

Sign and Date

In order for this Proxy to be valid it must be signed and dated.

Owner's Name (Printed)

Signature of Owner

Owner's Property Address

Date

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 may be mail or e-mailed. Please see information below.

The deadline to return the proxy is noon Tuesday, November 14, 2023

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

Brighton Estates Residential Community, Inc.

Candidate Questionnaire

Name: _____ Address: _____

Phone: _____ Email: _____

Introduce yourself; include business, Homeowner Association experience and number of years as a member of Brighton Estates Residential Community Inc.

Reason(s) for running for the Board of Directors. Include all neighborhood interest and goals that you would like to see accomplished for the Association.

Areas that you think can be improved upon with the Association and Board of Directors.

What areas could you make the greatest contribution: Architectural, financial, legal, maintenance, social, etc.

Do you have any commitments that will deter you from serving on the Board of Directors? (Travel, employment, other meetings) _____

By submitting this form and signing below, I acknowledge that I accept those responsibilities as described in the Governing Documents of the Association if elected. I am also aware that information provided on this questionnaire will be published in the 2023 Annual Meeting power point.

Signed: _____ Date: _____

Please return this form via email to Heather@Legacysouthwestpm.com or by mail to 8668 John Hickman Parkway, Ste, 801 Frisco, Texas 75034 by Noon on Tuesday, November 14, 2023.