

# *The Villages of Carmel Homeowners' Association, Inc.*

## NOTICE OF ANNUAL MEETING Thursday, March 28, 2024 6:00 P.M.

March 13, 2024

Dear Villages of Carmel Homeowner,

In accordance with Article 4, Section 4.06 of the bylaws for The Villages of Carmel Homeowners' Association, Inc., you are hereby given notice of and requested to attend the **2024 Annual Homeowners Meeting**. The meeting is scheduled for **Thursday, March 28, 2024, at 6:00 p.m., via gotomeeting.com**. During this meeting, we will be electing two (2) members for the Board of Directors. The Villages of Carmel HOA anticipates posting election results on the Website within seventy-two hours of the meeting.

Villages of Carmel - Annual Meeting

March 28, 2024, 6:00 – 8:00 PM (Central)

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/380083821>

You can also dial in using your phone.

Access Code:

380-083-821

United States:

+1 (646) 749-3122

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. The Bylaws state that 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 hold a meeting is sixty percent (60%) or 591 of 985 owners. If the required quorum is not present or represented at the meeting, a subsequent meeting will be called at 6:10 p.m. and the required quorum at the meeting shall be one-half (30%) 295 owners of the required quorum at the preceding meeting. If quorum is not achieved at that time, a subsequent meeting will be called at 6:20 p.m. and the required quorum at the meeting at 6:30pm shall be one-half (15%) 147 owners of the required quorum at the preceding meeting. Your attendance or proxy will help fulfill the quorum requirements. **Please take a moment to sign and return the enclosed proxy even if you plan to attend, as unforeseen circumstances can occur.**

Email the proxy to [michelle@legacysouthwestpm.com](mailto:michelle@legacysouthwestpm.com) . If you have any questions please contact your community manager, Michelle Dando at [michelle@legacysouthwestpm.com](mailto:michelle@legacysouthwestpm.com) or 214-705-1615, Option 11.

**The deadline to return the Proxy Form is March 28, 2024.**

Legacy Southwest Property Management, LLC  
8668 John Hickman Pkwy., Ste 801, Frisco, TX 75034  
E-mail: [michelle@legacysouthwestpm.com](mailto:michelle@legacysouthwestpm.com)



# *The Villages of Carmel Homeowners' Association, Inc.*

2024 Annual Meeting

Agenda

March 28, 2024

6:00PM

- I. Call to Order**
  - a. Establish Quorum
  - b. Proof of Notice
  - c. 2023 Approval of Minutes
- II. Introduction of Board Member(s) Candidate**
  - a. Introduction of Candidates (Each candidate can speak up to 2 minutes)
  - b. Election Voting Instructions
- III. Financials**
  - a. 2023 Financials
  - b. 2024 Year to Date Financials
- IV. Community Update**
  - a. 2023 Community Improvements
  - b. 2023 Community Events
  - c. 2024 Anticipated Community Improvements
  - d. 2024 Anticipated Community Events
- V. Volunteers Needed**

(Volunteer Forms Available at HOA Website [www.villagesofcarmelhoa.com](http://www.villagesofcarmelhoa.com) )

  - a. Social Committee
  - b. Communications Committee
  - c. Safety / Crime Watch Committee
- VI. Adjournment**
- VII. Q&A -** Time will be limited to 3 minutes per homeowner to allow all homeowners the opportunity to ask questions.

**\*Voting results will be posted on the Website within 72 hours of the Meeting.**

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8668 John Hickman Pkwy., Ste 801, Frisco, TX 75034  
E-mail: michelle@legacysouthwestpm.com



# *The Villages of Carmel Homeowners' Association, Inc.*

## Board Member Candidate Questionnaire

### 2024 ANNUAL MEETING

Please fill out this profile form if you are interested in running for the Board of Directors. This form will be presented in the meeting presentation at the annual meeting.

Homeowner Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Please tell us about yourself: (spouse, kids, hobbies, and skills etc.)

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Please share past experiences and qualifications that make you a suitable Board Candidate to serve the community:

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What would you like to do for the association?

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Do you have any commitments that will restrict you from serving on the Board of Directors? (Travel, Employment, other Meetings):

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By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the 2024 Meeting packet.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email the form to the address below by Wednesday, March 27, 2024.**

Legacy Southwest Property Management, LLC  
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E-mail: michelle@legacysouthwestpm.com



# *The Villages of Carmel Homeowners' Association, Inc.*

**\*\*\*\*\* Important – Do Not Discard \*\*\*\*\***

## 2024 Annual Meeting 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 as a Member of The Villages of Carmel Homeowners' Association , Inc., at the Annual Meeting of the Association scheduled for March 28, 2024 or as such meeting may be rescheduled, adjourned, or recessed and reconvened. The undersigned appoints:

- Quorum purposes only
- Board of Director: (if no Director is listed, then the proxy will be given to the Board President)
- \_\_\_\_\_another member (homeowner) of the Association.

As the proxy holder of the undersigned, with power of substitution to vote and otherwise represent all of the membership interest of the undersigned at the Annual Meeting of the members of the Association, Inc.

### 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

\_\_\_\_\_  
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. This form must be turned in and received by March 28<sup>th</sup>, 2024, and can be done via email to [michelle@legacysouthwestpm.com](mailto:michelle@legacysouthwestpm.com) , Please see the information below.

**The deadline to return the Proxy Form is March 28th, 2024.**

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