

**HIGHLAND KNOLLS/OAK PARK TRAILS COMMUNITY ASSOCIATION, INC.
2018 ANNUAL MEETING OF THE MEMBERSHIP**

DATE: Tuesday, February 20, 2018
SIGN IN: 6:30 P.M.
TIME: 6:45 P.M. – 8:30 P.M.
PLACE: Memorial Parkway Junior High
21203 Highland Knolls
Katy, TX 77450

This shall serve as formal notice to all property owners of Highland Knolls Community Association, Inc. to advise of the Annual Meeting of the Membership to discuss the following topics, vote and conduct Association business:

- I. Call to Order and Announcement of Quorum
- II. Introduction
 - A. Board Members
 - B. Management Company
- III. Approval of Annual Meeting Minutes of 2017
- IV. Election – 2 Positions Available – one – 3 yr term, one – 2 yr term
- V. 2017 Review/2018 Projects
- VI. Financial Report
 - A. December 31, 2017 Financials
- VII. Open Forum
- IX. Adjournment

ELECTION OF CANDIDATES

There will be two positions open; one for a 3 year term and one for a 2 year term. As of this date, the following candidates have submitted their name for a board position, Charlie Souza and Derrick Espey. Should you wish to have your name placed on the ballot, please contact Liz Pettit at liz.pettit@crest-management.com or 281-579-0761 by February 19, 2018. Nominations will be taken from the floor at the meeting. Pursuant to the Declaration of Covenants, Conditions and Restrictions, any member of record on February 20, 2018 is entitled to one (1) vote per lot. A quorum of 10% of lot owners must be present in person or by proxy for an official meeting to be held, that is 106.

YOUR ATTENDANCE OR PROXY IS VERY IMPORTANT! WITHOUT A QUORUM, A RECALL MEETING MUST BE HELD, AT A COST OF APPROXIMATELY \$2,500.00 WHICH IS PAID OUT OF YOUR ASSESSMENTS.

If you are unable to attend this meeting, please return your proxy, via mail or fax, to Crest Management at P.O. Box 219320, Houston, TX 77218 or fax it to 281-579-7062 or via email to the Board at board@oakparktrails.org.

PROXY

HIGHLAND KNOLLS COMMUNITY ASSOCIATION

I, the undersigned, a member of the Highland Knolls Community Association (“Association”), do hereby appoint * _____, to vote in my place and on my behalf, as though I myself were present, with the power of substitution, at the Annual Meeting of the Highland Knolls Community Association, Inc. on February 20, 2018 at 6:45 p.m., or any rescheduled meeting thereof.

*(*There must be an individual’s name designated to cast your vote. The person listed must be in attendance at the time of the Annual Meeting. If left blank, it is understood and agreed that I am authorizing the current President of the Board of Directors to vote on my behalf.)*

OPTION 1 - For purposes of counting towards attendance required for a quorum to be met. We must have 106 residents/proxies on hand at the time of the Annual Meeting in order to conduct business.

OPTION 2 – For purposes of authorizing your agent (a specific person or the Board of Directors) to vote on your behalf relating to the items listed on the agenda.

PLEASE MARK ONLY ONE (1) BOX BELOW.

If no boxes are marked, this Proxy will be used for Option #1 Quorum Purposes Only.

Option #1: Quorum Purposes Only – Mark here to limit the use of this form for quorum only; or

Option #2: Assigned Proxy – Mark here to allow your proxy holder to vote for such candidates and on such matters as he or she deems worthy.

Member’s Signature _____

Member’s Name (Please Print) _____

Date _____

Property Address _____

(not valid if not signed, addressed and dated)

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