

# Springfield Lakes Homeowners Association, Inc

November 29, 2021

Dear Homeowner:

Per the governing documents of the Springfield Lakes Homeowners Association, there will be an Annual Meeting of the members on **Wednesday December 15, 2021 at 6:30 p.m. at the Shackelford Elementary School Cafeteria located at 1001 Butcher Road in Waxahachie, Texas.** The meeting will be held for the following purposes:

1. To elect two (2) new Board Members
2. Provide an overview and accomplishments of 2020 and 2021
3. Discuss future plans of the HOA

**Please find the following enclosed:**

1. An agenda for the Annual Meeting.
2. A proxy form in the event you are unable to attend.

**In the event you are unable to attend the meeting, please complete the enclosed proxy form and return it** by email to [ryan@legacysouthwestpm.com](mailto:ryan@legacysouthwestpm.com).

During the Annual Meeting, the owners will elect two (2) members to the Board. Please be advised that floor nominations will also be called for during the Annual Meeting.

If Quorum is not met at the meeting that starts at 6:30pm, then we will adjourn and reconvene the meeting starting at 6:40 pm in an attempt to obtain the required, reduced quorum. If you cannot make the meeting, please complete the proxy to help us obtain quorum.

Please arrive at the meeting a few minutes early in order to sign in and receive your materials before the meeting starts. The meeting will promptly begin at 6:30 p.m. We look forward to seeing you at the meeting.

Regards,  
Legacy Southwest Property Management

**Springfield Lakes Homeowner's Association, Inc.**  
**2021 Annual Meeting Agenda**  
**December 15, 2021**

- I. **Call to Order**
  - a. Establish Quorum
  - b. Proof of Notice
  - c. Introductions
  
- II. **Approval of Minutes of Last Annual Meeting**
  
- III. **Election of Two (2) Board Members**
  - a. Nominations from the Floor
  - b. Introduction of Candidates
  - c. Voting
  - d. Announcement of Election Results
  
- IV. **2020 Year-end financial recap**
  
- V. **2021 Accomplishments**
  
- VI. **2022 Plans**
  
- VII. **New Business**
  
- VIII. **Adjournment**

**Springfield Lakes Homeowners Association Inc.**  
**2021 Annual Meeting**

Proxy

**KNOW ALL MEN BY THESE PRESENTS**, that the undersigned Homeowner in Springfield Lakes Homeowners Association does hereby constitute, authorize, and appoint: **(please check one of the options below):**

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

By this designation of proxy, the Proxy Holder 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 A Director of the Board who is not running for re-election for both voting and quorum purposes as the Proxy for the Homeowner to act on behalf of Homeowner at the Annual Meeting of members of Springfield Lakes Homeowners Association, and at any adjournment of the Annual Meeting or any subsequent meeting called to conduct or complete the Annual Meeting.

The Proxy Holder shall have full power to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

Option #3 **This proxy is to be used for quorum purposes only and will not be used for their voting privileges.**

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

\_\_\_\_\_  
Owner's Name (Printed)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Owner's Property Address

\_\_\_\_\_  
Date

**The deadline to return the proxy is December 13, 2021**

*Springfield Lakes*  
*Homeowners Association, Inc.*  
*Board Member Candidacy Form*  
2021 ANNUAL MEETING

Please fill out this profile form if you are interested in running for the Board of Directors

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

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

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

\_\_\_\_\_  
Evening Phone Number:

Please tell us about yourself: (spouse, kids, hobbies / interest, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Please write past experiences / work that qualifies you for a position of the Board of Directors:

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

\_\_\_\_\_  
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 can be published in the 2021 Annual Meeting packet.

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

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

**Please email the form to [ryan@legacysouthwestpm.com](mailto:ryan@legacysouthwestpm.com) by December 13, 2021.**

Legacy Southwest Property Management, LLC  
8668 John Hickman Pkwy., Ste. 801, Frisco, TX 75034