



November 8, 2018

Notice of Annual Meeting of the Members

Tuesday, November 27, 2018 at 6:30 pm

Dear Homeowner(s) of Travis Ranch,

As the Managing Agent for **Travis Ranch Property Owners Association, Inc.**, we are pleased to announce that the Annual Meeting of the Members has been scheduled for **Tuesday, November 27, 2018**. The purpose of this meeting is to discuss normal business of the Association and to present information on current Association affairs.

Enclosed in this packet you will find the agenda and a proxy. **Even if you plan on attending it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. The Annual Meeting cannot be held unless quorum requirements are met, either in person or by proxy. If a meeting must be reconvened for a later date, additional costs to the Association are incurred.**

Date: Tuesday, November 27, 2018
Time: 6:30 pm – 7:30 pm
Location: Lewis Elementary School
Cafeteria
1309 Luckenbach Drive
Forney, Texas 75126

Check in will begin at 6:00 pm. We look forward to seeing you there on **Tuesday, November 27, 2018**. If you have any questions about the upcoming meeting, please visit the Association's website at www.travisranchhoa.com. You may submit your inquiry under the "Contact Us" tab. An Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Travis Ranch Property Owners Association, Inc.

cc: HOA File
Enclosures: Draft Agenda, Proxy

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.travisranchhoa.com



**Annual Meeting of the Members
Travis Ranch Property Owners Association, Inc.**

Tuesday, November 27, 2018

6:30 pm – 7:30 pm

Lewis Elementary School

Cafeteria

1309 Luckenbach Drive

Forney, Texas 75126

Draft Agenda

- Establish Quorum (10%)
- Call Meeting to Order
- Proof of Notice
- Introduction of the Board of Directors
 - Kenneth Uding, Member 1, Homeowner Member
- Introduction of Essex Association Management, L.P. Representatives
 - Sean Corcoran, Assistant Director of Association Services
 - Christi Barr, Community Association Manager, CMCA, AMS
 - Anthony Lopez, Community Association Manager in Training
 - Essex Support
- Approval of 2017 Annual Meeting Minutes
- Financial Review
 - 2017 Year End Summary
 - 2018 Y-T-D as of October
- Community Updates
 - Completed Projects
 - Projects in Process
 - Developer Updates
- Other Reports
 - Compliance/ACC
 - Web Submissions
- Adjournment
- Homeowner Q & A



PROXY

I, the undersigned, being the owner of record for 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 for quorum only and/or to act on my behalf for voting purposes as a member of the **Travis Ranch Property Owners Association, Inc.** (the "HOA"), at the Annual Meeting of the Members scheduled for **Tuesday, November 27, 2018**, or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

- I hereby assign my proxy to The Board President or to _____ other member present for the purpose of establishing **quorum only** at the 2018 Travis Ranch Property Owners Association, Inc. Annual Meeting of the Members.

Please only check one. *If the proxy is signed and dated but no box is checked or if contradictory boxes are checked, the proxy will be designated to the Board President for quorum only.*

Sign and Date

In order for this proxy to be valid it **must be signed and dated**. Please return to Essex Association Management, L.P. no later than **12:00 pm on Monday, November 26, 2018** or present at sign in on the day of the meeting.

You may return this proxy via e-mail to proxies@essexhoa.com or by fax at (469) 342-8205.

Date

Signature of Owner/Member

Printed Name of Owner/Member

Property Address

Forney, TX 75126

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.

Unless the proxy specifies a shorter or longer time, it terminates eleven (11) months after the date of its execution. To revoke a proxy, the granting Member must give notice of revocation to the person presiding over the Association meeting or if applicable, to the managing Agent or person responsible for proxies. Unless revoked, any proxy designated for a meeting which is adjourned, recessed, or rescheduled is valid when the meeting reconvenes.