

Castlewood Homeowners Association, Inc.
3420 Fairfield Lane
Highland Village, TX
75077
972-317-2457
October 4, 2019
Dear Homeowners:

You are hereby given notice that the annual meeting of the members of the Castlewood Homeowner's Association, Inc., will be held Tuesday, December 10, 2019 at 6:00 P.M. at the Castlewood Clubhouse, 3420 Fairfield Lane, Highland Village, TX 75077. Registration will begin at 5:30 P.M. This will be a great opportunity to meet and mingle with your fellow homeowners and community leaders.

The purpose of the meeting is to elect three (3) board members, discuss the accomplishments of 2019, review the 2020 year's budget, and identify goals for the 2020 calendar year.

Returning your proxy will help us meet quorum requirements and save the association the unnecessary expense of calling a second meeting.

Please return your proxy and other forms before 6:00 P.M. on December 7, 2019. You may return completed forms in the following ways; place forms in the drop box outside the clubhouse, scan and email your forms to jhansen@spectrumam.com, mail your completed forms to 3420 Fairfield Ln., Highland Village, TX 75077, or drop them off at the clubhouse in person.

The proposed minutes from last year's annual meeting will be approved at the meeting. No business may be conducted if a quorum is not present in person or by proxy.

Are you interested in filling one of the positions to serve as a director? If so, please complete the enclosed candidate form and return it before 4:00 P.M. on November 15, 2019. Candidate information will be placed on the website and sent via e-mail for your review prior to the meeting.

Respectfully,
Jennifer Hansen
Community Manager

Please sign, date, detach, and return this proxy before 6:00 pm December 7, 2019.

To vote by Proxy, select ONE option below. For your proxy to be valid, the owner's name, signature, date, and property address must be completed.

As the undersigned Homeowner in Castlewood Homeowners Association, Inc. I do hereby constitute, authorize, and appoint: **(please check one of the options below)**

Option #1 – _____ (name of someone who will attend the meeting on your behalf) to attend and represent me with the full power to vote and act for me in the same manner, to the extent and with the same effect as if I were personally present.

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

Unless terminated sooner, 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