



Austin Properties, Inc.
Personal & Professional Management

December 23, 2019

WWW.MASCAPI.COM

"My Neighborhood"

"Tara Colony HOA"

Tara Colony Homeowners Association, Inc.

Dear Homeowner:

You are hereby notified the Annual Meeting for the Tara Colony Homeowners Association, Inc., has been scheduled for Thursday, January 30, 2020 at 7:00 P.M. The meeting will be held at the Great Oaks Baptist Church, 7101 FM 2759, Richmond Texas, 77469.

The agenda for the "Annual Meeting" will be as follows:

- (A) Establish Quorum
- (B) Reading of Minutes of Proceeding Annual Meeting
- (C) Reports of Officers
- (D) Election of Directors
- (E) Owner Forum
- (F) Adjournment

There will be (3) three-year positions available for election. Your current Board of Directors, Mrs. Charlotte Alexander and Mr. Christian Briggs are running for re-election.

If you are interested in running for a position, please submit your request in writing providing your name, address, telephone number and email address via one of the following means by January 29, 2020: email - aconnell@mascapi.com , fax - 713-776-1777 or mail – Tara Colony HOA, Inc. c/o MASC Austin Properties, Inc., 945 Eldridge Road, Sugar Land, TX 77478.

In the event that a quorum of members is not present at the annual meeting, that meeting shall immediately be adjourned and a Special Election Meeting of the Members called for the sole purpose of electing directors.

The agenda for the "Special Election Meeting" will be as follows:

- (A) Election of Directors

Please complete the enclosed proxy and return to our office. It is imperative that all homeowners be represented at this meeting either in person or by proxy. Proxies should be mailed in time to reach our office no later than Wednesday, January 29, 2020. Your attendance at the meeting will automatically void any proxy on record. By mailing your proxy in advance, you will be assured a voice in the event something unforeseen prevents your attendance.

A Board meeting will be called following the annual meeting. Please find the meeting agenda enclosed.

If you have any questions or if there are any issues you wish to have discussed, please contact my office at (713) 776-1771.

Respectfully,

Angela Austin-Connell
MASC Austin Properties, Inc.

TARA COLONY HOMEOWNERS' ASSOCIATION, INC.
ANNUAL HOMEOWNERS MEETING
THURSDAY, JANUARY 30, 2020

PROXY

KNOW ALL MEN BY THESE PRESENTS:

The undersigned, owner(s) of address _____ in the Tara Colony Homeowners' Association, Inc. hereby grants to _____ (proxy holder) or any assignee thereof or, if not designated, the proxy holder shall be the Secretary of the Board of Directors, (my) (our) proxy as attorney-in-fact for and in the name, place and stead of the undersigned to represent and cast votes upon any matters on behalf of the undersigned at the annual homeowners meeting or any adjournment or rescheduling thereof, or at the Special Election Meeting if same should be convened. Said meeting is to be held on Thursday, January 30, 2020, at 7:00 P.M. at the Great Oaks Baptist Church located at 7101 FM 2759, Richmond Texas 77469, or any adjournment or rescheduling thereof.

This proxy is subject to being revoked upon the undersigned Owner providing written notice of such revocation to the Secretary of the Board of Directors.

The undersigned revokes all prior proxies heretofore executed.

OWNER:

PROXY HOLDER:

(signature)

(signature)

(please print name)

(please print name)

OWNER:

(please print name)

DATE: _____

DATE: _____