

**FORMAL NOTICE OF THE 2018 ANNUAL MEETING OF THE MEMBERSHIP OF THE
BRIGHTWATER HOMEOWNERS ASSOCIATION, INC.**

DATE: Thursday, June 28, 2018
TIME: 7:00 P.M.
PLACE: Southminster Presbyterian Church
2310 Brightwater Drive
Missouri City, Texas 77459

A G E N D A

- I. Confirm Quorum and Call to Order
- II. Introduction of Board Members
- III. Introduction of Missouri City Representatives
- IV. Approval of 2017 Annual Meeting Minutes
- V. Election of Directors -2 positions (2-year terms)
- VI. Financial Report
- VII. Volunteer Appreciation and Opportunities
- VIII. Homeowners Forum
- IX. Adjournment

You are entitled to one (1) vote per lot. If you are unable to attend this meeting, you may submit your **proxy** to a neighbor or a Board member or complete the proxy and mail, fax or email it to Crest Management. **Note: Please submit your proxy on or before June 27, 2018 to:**

Mail/Fax/Email to: Brightwater Homeowners Association
P.O. Box 219320
Houston, Texas 77218-9320
Fax: 281-579-7062
Email: tammy.mcmillan@crest-management.com

Currently there is one candidate for two (2) positions: Manish Patel (incumbent). Nominations will also be taken from the floor. **Should you wish to have your name placed on the ballot, please complete and return the enclosed Candidate Nomination Form or email tammy.mcmillan@crest-management.com on or before June 15, 2018.**

**IN ORDER TO CONDUCT OFFICIAL HOA BUSINESS AND HOLD THE ELECTION, A QUORUM OF
10% (80) OF THE ELIGIBLE MEMBERS MUST BE PRESENT, IN PERSON OR BY PROXY.**

2018 ANNUAL MEETING OF THE BRIGHTWATER HOMEOWNERS ASSOCIATION
PROXY/DIRECTED BALLOT

I, the undersigned, a member of the Brightwater Homeowners 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 Brightwater Homeowners Association on Thursday, June 28, 2018 at 7:00 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 acting chair, a member 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 80 residents/proxies in 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)

If you are unable to attend this meeting, please return your proxy, via mail to Crest Management at P.O. Box 219320, Houston, TX 77218, or via fax to 281-579-7062, or via email to tammy.mcmillan@crest-management.com on or before June 27, 2018.

BRIGHTWATER HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS – CANDIDATE NOMINATION FORM

THE COMMUNITY NEEDS YOU!

The 2018 Annual Meeting of the Membership is scheduled for Thursday, June 28, 2018. One of the purposes of the meeting will be to elect (2) two Directors to the Board of Directors for a two (2) year term. As of this date we have one incumbent, Manish Patel who will be placed on the ballot.

This form is provided for homeowners who would like to run for a Director position (you may nominate yourself). Please return this form **on or before June 15, 2018** to have your name on the ballot. You may return this form by mail, fax or e-mail.

Name of nominee: _____

Address: _____

Occupation: _____

Experience (related or contributing): _____

Why I would like to serve: _____

Goals for the Association: _____

RETURN TO:

Brightwater Homeowner Association, Inc.

c/o Crest Management Co.

P.O. Box 219320

Houston, Texas 77218

Phone: 281-579-0761 – Fax: 281-579-7062

e-mail: tammy.mcmillan@crest-management.com