



**Orchard Park of Lubbock Home Owners Association
Membership Meeting
December 2, 2019**

Agenda

Call to Order

Determine votes present by roll call or check-in procedure

Announcement of Quorum

Proof of Notice of Meeting

Approval of minutes of preceding meeting

Board Report

Financial Report

Proposed 2020 Budget

Election

New Business

Adjourn



NOTICE OF ANNUAL MEETING OF MEMBERS TO BE HELD ON DECEMBER 2, 2019

It is our pleasure to give you notice of and invite you to attend the Annual Meeting of the members of the Orchard Park Homeowners Association, Inc. (the "Association"), which will be held at **6:30 p.m. on the second (2nd) day of December 2019, at the First Bank & Trust Conference Room within the PrimeWest Mortgage Building, located at 9826 Slide Rd., Lubbock, Texas 79424.** This notice is being provided in accordance with Article Fourteen of the Bylaws of the Association.

A proposed agenda and proxy form for the Annual Meeting of Members are enclosed for your consideration and review. The Board of Directors has included such proxy form with this notice in the event you are unable to attend the Annual Meeting and would like to designate an individual to attend the meeting in your place and vote on your behalf. If you choose to use the proxy form included with this notice, a blank line is provided in the proxy form where you may designate the proxy-holder of your choice. In the event you fail to designate a proxy-holder, yet deliver the executed proxy form to the Association prior to the meeting, the President of the Association will be your designated proxy-holder. **To be effective, the proxy form must be signed and dated.**

A signed proxy form can be either mailed, hand-delivered, or faxed to the Association at the address below or presented to the Association's Secretary, Rodney Madsen, at the Annual Meeting, but prior to the time the meeting is called to order. If you elect to mail or email your signed proxy form to the Association, the proxy form must be received by 5:00 p.m. Central Time at least three days prior to the Annual Meeting to be effective. If you elect to have your signed proxy form presented to the Secretary, such proxy form must be received prior to the time the meeting is called to order to be effective. Please note that if you elect to send your signed proxy form to the Association, it is advisable that you sign two proxy forms and provide one of them to your designated proxy-holder. This will enable your designated proxy-holder to present the signed proxy form to the Secretary at the Annual Meeting in the event the signed proxy form mailed to the Association was not received on a timely basis.

A COMPLETED PROXY FORM THAT IS TO BE RETURNED BY EITHER MAIL OR EMAIL SHOULD BE SENT TO:

Orchard Park Homeowners Association, Inc.
PO Box 54236
Lubbock, Texas 79453
Email: BrendaB@HawkizeMgmt.com

If you elect to mail or fax the completed proxy form, it must be received by 5:00 p.m. Central Time at least three (3) days prior to the Annual Meeting.

Either of the following conditions will result in a voided proxy form:

1. if the proxy form is not signed
2. if the proxy form is not dated

We look forward to your presence and input at the Annual Meeting of the Association and thank you for your continuing interest in the Association.

Sincerely,
The Board of Directors