



H E I G H T S

BROOKE HEIGHTS HOMEOWNERS ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING OF MEMBERS

TO BE HELD ON JANUARY 17, 2019

It is our pleasure to give you notice of and invite you to attend the Annual Meeting of the members of Brooke Heights Homeowners Association, Inc. (the "Association"), which will be held at 6:30 p.m. on the seventieth day of January 2019, at the Prime West Mortgage Conference center, located at 9826 S. Slide, Lubbock, Texas 79424. This notice is being provided in accordance with Article "A", Section 5 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 emailed to the Association at the address below or presented to the Association's Secretary, Jason Cannaday, 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 (3) 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.

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

BROOKE HEIGHTS HOMEOWNERS ASSOCIATION, INC.

PO Box 53238

Lubbock, TX 79453

Email: BrendaB@HawkizeMgmt.com

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