

*Mill Valley
Homeowners Association, Inc.*

Notice of 2023 Annual Meeting

Tuesday, October 17th, 2023, at 6:00PM

Dear Mill Valley HOA Member,

In accordance with Section 4.05 of the Bylaws for Mill Valley Homeowners Association, Inc. you are hereby given notice that an Annual/Transition Meeting of the Members is scheduled for October 17, 2023. **A Quorum of at least 10% of homeowners must be present to hold the meeting, either by attendance or by proxy.**

The primary purpose of the Annual Meeting is to elect one member to the Board of Directors, review 2022 financials and discuss 2023/2024 plans. Mill Valley will be electing one (1) homeowner to the Board of Directors. The meeting will be held at the park located in the center of the community.

Enclosed with this notice you will find a candidacy form. The candidacy form should be completed for each person who would like to run for a position on the Board of Directors. The form must be received by October 11th, 2023, and will soon thereafter be posted to the website. For those candidates that timely submit a form, your name will be placed on the ballot.

The election will be held online on the association's website. Voting will open after the conclusion of the annual meeting and will take place for 24 hours. We anticipate releasing results of the election within 72 hours of when voting ends. If you cannot attend the meeting and do not wish to vote online, please indicate your vote on the proxy below. **If you cannot attend the meeting but do not wish to vote, please select the third option for quorum only on the proxy.** All proxies must be turned in October 16th, 2023, to Heather Smith. No proxies will be accepted after this time. All proxies will be validated.

We look forward to receiving your candidacy form and your participation on the Board of
Directors.

Regards,

Heather Smith, CMCA
Community Association Manager

*Mill Valley
Homeowners Association, Inc.*

Board Member Candidacy Form
2023 ANNUAL MEETING

Please fill out this profile form if you are interested in running for the Board of Directors

Homeowner Name:

Daytime Phone Number:

Property Address:

Evening Phone Number:

Please tell us about yourself: (spouse, kids, hobbies / interest, etc.)

Please write past experiences / work that qualifies you for a position of the Board of Directors:

Do you have any commitments that will restrict you from serving on the Board of Directors?(Travel, Employment, other Meetings):

By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the 2023 Annual Meeting packet.

Signed: _____

Date: _____

Please email the form to the address listed below by October 11th, 2023.

*Mill Valley
Homeowners Association, Inc.*

ACC Candidate Questionnaire

Name: _____ **Address:** _____

Phone: _____ **Email:** _____

Please tell us about yourself: Include business, Spouse, Children, Hobbies etc.

Please write past experiences/work that qualifies you for a position on the to serve on to serve on any of the committees listed above.

Do you have any commitments that will restrict you from serving on any committee (Travel, employment, other meetings)?

By submitting this form and signing below, I acknowledge that if appointed by the Board of Directors I accept those responsibilities as described in the Governing Documents of the Association. Also, I understand that, by Texas State Law, I will be unable to serve on the committee if I, or any member of my household hold a position on the Board of Directors. If that happens, I will need to resign immediately.

Sign and date

Please return this form via email Heather@legacysouthwestpm.com

Mill Valley HOA 2023 Annual Meeting

Proxy

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Homeowner in Mill Valley Homeowners Association does hereby constitute, authorize, and appoint: **(please check one of the options below):**

Option #1 _____ (name) (someone who will attend the meeting on your behalf)

By this designation of proxy, the Proxy Holder may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

Option #2 A Director of the Board who is not running for re-election for both voting and quorum purposes as the Proxy for the Homeowner to act on behalf of Homeowner at the Annual Meeting of members of Mill Valley Homeowners Association, and at any adjournment of the Annual Meeting or any subsequent meeting called to conduct or complete the Annual Meeting.

The Proxy Holder shall have full power to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

Option #3 **This proxy is to be used for quorum purposes only and will not be used for their voting privileges.**

Unless sooner terminated, 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

The deadline to return the proxy is October 16th, 2023.

Mill Valley HOA
Annual Homeowners Meeting
October 17th, 2023, 6:00 PM

Agenda

- I. Call to Order
 - a. Establish Quorum
 - b. Proof of Notice
 - c. Introductions
- II. Approval of minutes
- III. Presentation of Financials
- IV. Candidates Introductions
- V. Ballot Information
- VI. Other New Business
- VII. Adjournment
- VIII. Question and Answers