

COURTYARDS AT NORMANDY

HOMEOWNERS ASSOCIATION

February 21, 2022

Notice of the Annual Election Meeting of the Members

Thursday, February 24th, 2022, at 6:30 p.m.

Registration URL

<https://us02web.zoom.us/j/85447782427?pwd=L1luK2hEUlh5MURCcmdKUjZUzRGUT09>

Password

420919

Dear Homeowner(s),

As the Managing Agent for **Courtyards at Normandy Homeowner's Association, Inc.**, we are pleased to announce that the Virtual Annual Election Meeting of the Members has been scheduled for **Thursday, February 24, 2022, at 6:30 p.m.** The purpose of this meeting is to elect three (3) Class A members to the Board of Directors. Enclosed in this packet you will find the Draft Agenda, Proxy with Consent in Lieu of Meeting, and Ballot. You may email, mail, or fax in your Ballot or Proxy and **you may now cast your vote Electronically on your Association's Website at www.courtyardsatnormandyhoa.com**. Voting begins Monday, February 21, 2022, and ends February 24, 2022, at 12:00 p.m. The election meeting cannot be held without the proper quorum; therefore, it is important that you complete and return the proxy, if you are not able to attend the meeting.

If you vote online, please do not return a ballot or proxy and do not assign your proxy to another owner as it will not be counted. A Ballot cast by any method shall also count for quorum. If you do not vote online, it is important that your Ballot or Proxy be returned no later than 12:00 p.m. Thursday, February 24, 2022, for it to be counted.

There are 4 ways you can vote:

1. **You may now vote Electronically** on your Associations Website
2. Email your Ballot or Proxy to abrackee@essexhoa.com or ckindle@essexhoa.com
3. Fax your Ballot or Proxy to: (469) 342-8205 ATTN: Alynn Brackee
4. Mail the Ballot or Proxy to:

Courtyards at Normandy HOA
C/O Essex Association Management, L.P.
ATTN: Alynn Brackee
1512 Crescent Drive, Ste. 112,
Carrollton, TX 75006

We look forward to you joining us on **Thursday, February 24, 2022**. All documentation enclosed will be posted to the Association's website. Only the Owner of record or the proxy holder may cast votes. It is very important that all documents are returned to Essex by or before the deadline mentioned above. For any questions, please contact us via the "Contact Us" tab on the Association's website or e-mail Connie Kindle at ckindle@essexhoa.com.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Courtyards at Normandy Homeowners Association, Inc.

cc: Association File

Enclosures: Draft Agenda, Proxy, Ballot

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.courtyardsatnormandyhoa.com