

GRAND OAKS OWNERS ASSOCIATION

P.O. Box 92649  
Austin, TX 78709  
Phone (512) 288-2376  
info@camanagers.com

October 15, 2018

Dear Grand Oaks Member,

Enclosed is all of the pertinent information for the upcoming **Grand Oaks Owners Association Annual Meeting to be held on November 15, 2018, at 6:45 p.m. at Austin Community College – Stassney Campus, Room 1130, located at 1820 W. Stassney Lane, Austin, TX 78745.**

In order to establish quorum at the meeting, 10 percent of all members eligible to vote must be in attendance or be represented by proxy. A proxy is enclosed for those members not planning to attend the meeting. **Please sign and return the enclosed proxy to the Association (via e-mail at info@camanagers.com) if you are not going to attend the meeting.**

An election to fill ONE position on the Board of Directors will be conducted at the meeting. This is notice pursuant to state law that owners in Grand Oaks OA wishing to run for the board and appear on the director election ballot must submit their request to the Association. Owners must email their name along with a request to be on the director election ballot to the association's manager at info@camanagers.com. Requests must be received by **November 8, 2018**, or the nominee's name will not appear on the ballot. Nominations from the floor of the meeting will be accepted.

While it is in the best interest of the community for Members to be present and vote at the meeting, we understand that this is not always possible. There is one option for those who cannot attend the meeting in person and that is by proxy form, which is attached to this letter and includes instructions.

In this election, there will be two voting options:

- ***In person*** - at the meeting on November 15, 2018.
- ***By proxy*** - completing a proxy form allows an attendee of the meeting to vote on your behalf.

There are advantages and limitations to each option, so please read the explanations below to determine which voting method works best for you.

**IN PERSON:** If you attend the meeting in person, you will have the option to vote for any of the individuals on the ballot, those nominated from the floor, or any write-in candidate you choose.

If a Member completes a proxy but chooses to attend the meeting, they may revoke their proxy at the meeting and vote in person.

**PROXY:** If a Member completes a proxy form, they allow a specific Member attending the meeting to vote on their behalf. By appointing a Member you trust to vote for you, your vote may be cast for any of the full ballot of nominees (both those submitted ahead of time and those nominated from the floor).

If you have any questions or concerns about the election process, please contact the nomination committee via Community Association Management at info@camanagers.com or call 512-288-2376.

The agenda is as follows:

- Sign-In & Social Mixer 6:45 – 7:15 p.m. (Association to provide light refreshments)
- Call to Order and Establish Quorum
- Reading and Approval of Meeting Minutes
- Directors Report / Financial Review
- Committee Reports
- Unfinished Business
- New Business
  - Election of Director(s)
- Member Discussion
- Adjourn

We appreciate your involvement in making Grand Oaks a better neighborhood.

Sincerely,

The Grand Oaks Owners Association Board of Directors

Enclosures:    Proxy  
                  2017 Annual Meeting Minutes  
                  2018 Income and Expense Report  
                  Balance Sheet