

**KIRBYWOODS PROPERTY OWNERS ASSOCIATION, INC.**  
**NOTICE OF ANNUAL MEETING**

**Please Make Every Effort to Attend This Meeting**  
**Wednesday February 17, 2021 7:00 – 8:30 pm (Sign-in at 6:30)**  
**Due to COVID precautions, meeting will be virtual**  
**Zoom Meeting <https://us02web.zoom.us/j/81259920085>**  
**Meeting ID: 812 5992 0085 or mobile/call in**  
**+13462487799, meeting ID: 81259920085# (Houston Area)**

In accordance with Article III, Section 3 of the By-Laws of Kirbywoods Property Owners Association (POA), Inc., you are hereby notified of the annual meeting of owners to be held Wednesday, February 17, 2021 via Zoom or call in (per instructions above).

This meeting is being held in accordance with Article IV, Section 5 of the By-Laws, to elect four (4) positions for the Board of Directors, for a term of two (2) years each and to discuss any matters, which should properly come before the meeting in accordance with the By-Laws.

According to Article II, Section 3 of the By-Laws the presence in person or by proxy of the Owners representing fifty (**50% or 41**) of the votes entitled (**owner of record in good financial standing with Kirbywoods POA**) to be cast, shall constitute a quorum. In accordance with Texas law and resolution passed by the Board of Kirbywoods POA, if such a quorum shall not be present or represented at this advertised annual meeting, the members entitled to vote thereat shall be adjourned without notice other than the announcement at the meeting, and a special meeting will then be called immediately with those in attendance and available proxies who are thereby empowered for the sole purpose of electing new Board members to fill existing vacancies. If necessary, the intended annual meeting of owners can be rescheduled to be held no later than thirty (30) days from the date of the original meeting.

***If you are interested in being placed on the ballot for a Board position***, please email Community Manager Rhonda Burrage [rburrage@huocomm.com](mailto:rburrage@huocomm.com) the enclosed "Willing To Serve" portion of form (with your name, address and phone number, as well as why you want to serve). This needs to be in to Associa/Houston Community Management Services ***by noon, Friday, February 12, 2021.***

A proxy/absentee ballot is enclosed for your use if you will not be able to attend this important meeting. ***It is extremely important to return your proxy/absentee ballot*** to the Associa Houston Community Management Services office by mail (17049 El Camino Real, Ste. 100, Houston, TX 77058) or by fax (281) 218-6973, or by email to [Rburrage@houcomm.com](mailto:Rburrage@houcomm.com) no later than ***noon on Friday, February 12, 2021.*** The proxy/absentee ballot does help to establish the quorum in order to hold the meeting in accordance with the governing documents, Article II, Section 3 & 4. This form also may authorize another member to vote for you at the meeting on any business being conducted.

**Thank you for your participation!**

President, **Jon Hall** (elected 2/2019)  
Vice Pres, Mary Norris (elected 2/2020)  
Secretary, Rob Adams (elected 2/2020)

Treasurer, **Rob Sladek** (re-elected 2/2019)  
Director, Theo Presswood (elected 2/2018)  
Director, **Darcy Loerch** (elected 2/2019)

# KIRBYWOODS PROPERTY OWNER'S ASSOCIATION

## Proxy / Absentee Ballot / Willingness to Serve

DATE: Wednesday, February 17, 2021, 7:00 – 8:30PM. (Sign in begins at 6:30PM)

PLACE: Online at Zoom <https://us02web.zoom.us/j/81259920085> Meeting ID: 812 5992 0085 or mobile/call in+13462487799, 81259920085# (Houston Area)

PURPOSE: To elect Directors (Board Members) to fill four, 2-year term vacancies.

The undersigned assigns this proxy as specified below with the power of substitution to vote and otherwise represent the undersigned at the Annual Meeting of the members of Kirbywoods Property Owners Association (POA) on February 17, 2021 and any adjournment thereof with the same effect as if the undersigned were present and voting. This proxy will continue in effect until a quorum of members in person or by proxy is achieved or until revoked by the undersigned in writing.

Give your proxy/ballot to a neighbor who is attending the meeting, or mail, fax, or email your proxy/absentee ballot to Kirbywoods POA, Inc., Associa Houston Community Management Services, 17049 El Camino Real (Suite 100), Houston, Texas 77058 Fax: 281.218.6973 Email: [RBurrage@houcomm.com](mailto:RBurrage@houcomm.com)

Assign this proxy to \_\_\_\_\_  
(Must be attending the meeting), or the Board of Directors to vote on my behalf.

Assign this proxy for establishing a quorum only.

Cast my Absentee Ballot as indicated below.

In the absence of any instructions, or unless contrary instructions have been noted hereon, this proxy will be voted in accordance with the view of the bearer.

**Absentee Ballot** - Please vote for four (4) candidates for Board of Directors. Please verify that write-in candidates are willing to serve PRIOR to listing their names on this ballot.

\_\_\_\_ Jon Hall, for a second 2-year term

Write in: \_\_\_\_\_ for a first 2-year term

\_\_\_\_ Darcy Loerch, for a second 2-year term

Write in: \_\_\_\_\_ for a first 2-year term

\_\_\_\_ Write in: \_\_\_\_\_ for a first 2-year term

Write in: \_\_\_\_\_ for a first 2-year term

*By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend meeting in person or by zoom. You may submit an absentee ballot and later choose to attend in person, in which case in-person vote will prevail.*

**Willing To Serve** – If you are interested in being added to the ballot, please check and fill out:

\_\_\_\_ **I AM WILLING TO SERVE AND WOULD LIKE TO BE ADDED TO THE BALLOT.** I feel I would be an asset to the Board of

Directors and the Community because: \_\_\_\_\_

**Owner's information (for proxy/voting/willing to serve):**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_