Villages of Westcreek Owners Association Inc. A Texas Non-Profit Corporation

February 23,2021

Dear Homeowner:

As required by the governing documents of the Villages of Westcreek Owners Association Inc. a meeting of the membership will be held on April 15, 2021 at 6:00pm either in person at the Villages of Westcreek Community Center at 12395 Military Dr. W, San Antonio, Texas 78253 or via Zoom based on the local COVID-19 guidelines at the time of the meeting.

The meeting will be held for the following purposes:

- 1. To elect two (2) new Board Member.
- 2. To transact any other properly presented business.

Please find the following enclosed:

- 1. An Agenda for the Annual Meeting.
- 2. A Proxy/absentee ballot form to return if you are unable to attend or do not wish to vote electronically.

If you are unable to attend the meeting, please complete a proxy/absentee ballot form and return it to VWOA office following the instructions on it. The deadline to return the absentee ballot is 5:30pm on April 15, 2021. The deadline to return the proxy is 6:00pm on April 8, 2021. If you are registered with Constant Contact you will receive an email with instructions on how to vote electronically if you chose to vote in that manner. If you choose to vote electronically you will not need to fill out the proxy provided.

You can join the meeting from PC, Mac, or Apple/Android at:

https://spectrumam.zoom.us/j/96581113413?pwd=N3BLSEpKUEpEcjlQMEFXWG9uVnNGQT09

Password: 848808

To join via phone only, use one of the numbers below:

US: +1 346 248 7799 or +1 253 215 8782 or +1 408 638 0968 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

Meeting ID: 965 8111 3413

International numbers available: https://spectrumam.zoom.us/u/ahFkwRpKv

During the Annual Meeting, the lot owners will elect two (2) new members to the Board. Nominations are open to any homeowner, if you are interested please call or go the Villages of Westcreek office during business hours to apply. Please be advised that nominations will also be called from the floor during the Annual Meeting.

We encourage your participation in the Association. As you know, the Association has important functions including: (i) maintenance of common area and landscaping; (ii) budgeting for current and future expenses; (iii) communicating with owners; and (iv) managing and collecting assessments.

If you have any questions, please do not hesitate to call the office at 210-679-8761. Immediately following the Annual Meeting, we may have an Organizational Meeting for the Board Members to appoint officers.

Regards, Board of Directors

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You may cast a vote for the Villages of Westcreek Board election via ONE of the options below, OR you may cast your ballot in person at the Annual Meeting that takes place at 6:00 PM on April 15, 2021, in the Community Center. Each submitted proxy or absentee ballot must include the voter's printed name, signature, property address and the date it was signed.

KNOW BY ALL PERSONS PRESENT, the undersigned Homeowner in Villages of Westcreek Owners Association Inc. does hereby constitute, authorize, and appoint: (please check one of the options below)

PROXY BALLOT	
extent and with the same effect as if I we	r quorum purposes only. The proxy will be held by a Director not running,
DELIVERY AND DEADLINE INSTRUCTIONS FOR PROXY BALLOT: The completed Proxy Ballot must be delivered via email to cm@villagesofwestcreek.com or via mail or hand delivery to Villages of Westcreek office at 12395 W. Military Dr., San Antonio, TX 78253 no later than 6:00 PM on Thursday, April 8, 2021. Unless terminated sooner, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.	
ABSENTEE BALLOT	
Option #3 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 the meeting in person. You may submit an absentee ballot and later choose to attend the meeting in person, in which case any in-person vote will prevail. Please vote for up to 2 new Board Members by selecting the boxes below: Kevin Drummonds	
<u>DELIVERY AND DEADLINE INSTRUCTIONS FOR ABSENTEE BALLOT:</u> The completed Absentee Ballot must be delivered via email to <u>cm@villagesofwestcreek.com</u> or via mail or hand delivery to 12395 W. Military Dr. San Antonio, TX 78253. All Absentee Ballots must be received by Spectrum before 6:00 PM. on April 15, 2021, and absentee ballots must be sent directly from the voter to the Villages of Westcreek office or the Community Manager, not from any other individual. Unless terminated sooner, this Absentee Ballot 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

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2021 ANNUAL MEETING AGENDA

4/15/2021

- 1. <u>Call to Order</u> <u>6:00 PM</u>
 - a. Determination of Quorum
 - b. Proof of Notice
 - c. Introductions
- 2. Approval of Minutes for Last Annual Meeting
- 3. Election of Board Member(s)
 - a. Nominations from the Floor
 - b. Introduction of Candidates
 - c. Voting
- 4. Financial Report- CPA Presentation
- 5. Question & Answer Period
- 6. Election Results
- 7. Adjournment

Please hold all questions until the Question & Answer period.