

# Hillcrest 121 Homeowners Association, Inc.

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Professionally Managed by SBB Management Company, AAMC®  
8360 LBJ Freeway, Ste. 300, Dallas, TX 75243  
(972)960-2800 Fax (972) 991-6642

## NOTICE OF ANNUAL MEETING FOR THE MEMBERS OF HILLCREST 121 HOMEOWNERS ASSOCIATION, INC.

Date: September 27, 2019  
To: Hillcrest 121 HOA  
From: The Board of Directors  
SBB Management Company

As managing agent for the Hillcrest 121 Homeowners Association, Inc., we are pleased to advise you of the Annual Homeowners Meeting to be held on **Thursday, November 07, 2019 at 7:00 p.m. at Plantation Golf Club “Frisco Room” on 4701 Plantation Lane, Frisco, TX 75035. Sign-in will begin at 6:30 p.m. The meeting will be called to order promptly at 7:00 p.m.**

The purpose of the meeting is to elect one (2) member to serve on the Board of Directors and to conduct business of the Association.

If you are interested in running for a position on the Board of Directors, please fill out and return the enclosed candidacy form to **Herlena Latham** at SBB Management Company. Nominations for Directors will also be taken from the floor at the meeting.

Also, enclosed is a proxy, which is a written instrument and, when signed by the member, assigns such member's voting rights to the individual named in the proxy. The Bylaws state, that in order to conduct business of the Association, there must be a quorum present. A quorum is the number of homes represented either in person or by proxy. If the quorum for the Annual meeting is not met, the Association must recall the meeting until quorum is established. **The quorum required to conduct business of the Association is 10% or 42 homes of the total members represented.**

Please take a moment to sign and return the enclosed proxy **even if you plan to attend**, as unforeseen circumstances can occur. If you turn in a proxy and you attend the meeting, the proxy shall become null and void. Instructions for completing and returning your proxy are included in the attached proxy. Your attendance or proxy will help fulfill the quorum requirements.

**Upon adjournment of the meeting, the newly elected Board of Directors will hold a brief Board meeting to elect officers.**

**\*\*\*Gift cards will be given away and a year's free assessments will be given away to those in attendance.**

# **Hillcrest 121 Homeowners Association, Inc.**

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**Annual Homeowners Meeting  
Thursday, November 07, 2019  
7:00 p.m.**

## **AGENDA**

- I.** Call to Meeting to Order/Welcome
- II.** Establish Quorum/Proof of Notice
- III.** Introductions/Meeting Overview
- IV.** Review and Approval of 2018 Meeting Minutes
- V.** Reports:
  - A) President's Report
  - B) Treasurer's Report
  - 2019 YTD Financial Review
- VI.** Election of Directors:
  - A) Introduction of Candidates
  - B) Vote
- VII.** Unfinished Business
- VIII.** New Business
- IX.** Open Session/Question & Answer
- X.** Announce Election Results
- XI.** Adjournment

# **Hillcrest 121 Homeowners Association, Inc.**

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## **Proxy Annual Meeting November 07, 2019**

As an owner in the Hillcrest 121 Homeowner's Association, Inc., I hereby appoint the Chairperson of the Annual Meeting, or \_\_\_\_\_ as my proxy with full powers of substitution to cast all votes, which the undersigned is entitled to vote at the Annual Meeting of the Hillcrest 121 Homeowners Association, Inc., to be held at **Plantation Golf Club "Frisco Room" 4701 Plantation Lane, Frisco, TX 75035 at 7:00 pm., Thursday November 07, 2019**, or any adjournment, postponement or rescheduling thereof, with all the powers the undersigned would have if personally present to cast such votes, in his or her discretion, on any matter which comes before the meeting, hereby revoking any proxy or proxies heretofore given.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Property Address**

\_\_\_\_\_  
**Homeowner Signature**

\_\_\_\_\_  
**Date**

**THIS PROXY SHALL BE DEEMED NULL AND VOID IF I AM PRESENT AT THE MEETING AND, IN ANY CASE, ELEVEN (11) MONTHS FROM THE DATE SIGNED. THIS PROXY SHALL ALSO EMPOWER MY VOTING REPRESENTATIVE TO EXECUTE ON MY BEHALF ON ANY BALLOT.**

**PLEASE SIGN, DATE AND DELIVER!**

**DEADLINE TO SUBMIT IS 12:00 PM ON WEDNESDAY, NOVEMBER 06, 2019**

It is very important to return your proxy, even if you plan to attend the meeting.

**SBB Management Company, AAMC®  
ATTN: Herlena Latham  
8360 LBJ Freeway, Ste. 300  
Dallas, TX 75243  
Fax: (972) 991-6642  
Email: [h.latham@sbbmanagement.com](mailto:h.latham@sbbmanagement.com)**

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## Declaration of Candidacy for the 2019-2020 Board of Directors

To self-nominate or nominate another homeowner of the community, you may use this form or e-mail your nomination. Nominations will be accepted through this process and from the floor at the annual meeting.

Members who are elected to serve on the Board are elected for general Board membership. Board positions will be specified at the first Board meeting. Residents who are not actual property owners (those who are renting or leasing) cannot serve on the Board. Please review and familiarize yourself with the Bylaws of the Hillcrest 121 Homeowners Association.

Name of Nominee: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Pertinent experience/qualifications(s) (employment history, prior experience in a homeowners association, prior experience on a committee, or Board of Directors, etc.):

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Desire/Reason for running for the Board of Directors (interest in neighborhood, improvements in the community, etc.):

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Comments: \_\_\_\_\_

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By submitting this form, I acknowledge that I accept those responsibilities as described in the Bylaws, if elected, and I am aware that the information provided on this form may or may not be published in the annual meeting welcome packet.

Please E-mail this form by 12:00 p.m. November 06, 2019 to [h.latham@sbbmanagement.com](mailto:h.latham@sbbmanagement.com) or by mail to:

**SBB Management Company, AAMC®**  
**ATTN: Herlena Latham**  
**8360 LBJ Freeway, Ste. 300**  
**Dallas, TX 75243**  
**Fax: (972) 991-6642**

