

TRINITY OAKS HOMEOWNERS ASSOCIATION, INC.
14603 Huebner Road, Building 40
San Antonio, Texas 78230
Telephone: 210-561-0606 * Fax: 210-690-1125

September 3, 2020

Notice is hereby given: That the Annual Meeting of the Trinity Oaks Homeowners Association will be held:

Date: September 23, 2020

Time: 7:00 PM, virtual waiting room to open at 6:45 PM

Location: Virtual Zoom Meeting – Meeting information provided following RSVP to Alyssa at alyssa@damctx.com.

Annual Meeting of the General Membership

- ❖ Call to Order – 7:00 PM
- ❖ Opening Remarks
- ❖ Proof of Notice- September 3, 2020
- ❖ Determination of quorum
- ❖ Directors' Report
- ❖ Committee Reports
- ❖ Financial Report
 - 2020 Budget
- ❖ Voting for Two (2) Directors for a three (3) year term and on the Approval of Annual Meeting Minutes from September 24, 2019.
 - Nominees:
 - Benjamin Droll
 - Joseph Drozd
 - Charlene Gieptner
 - Daniel Szczepankiewicz
 - Walter “Sonny” Wadsworth Jr.
 - Nominations may also be taken from the floor
 - Voting will **open on September 23, 2020 at 10:00 p.m.** Voting will **close on September 27, 2020 at 12:00 a.m.** Results to be announced via eblast on September 28, 2020.
- ❖ New Business- **Please submit question/comments in advance to eva@damctx.com by 5:00 PM September 22, 2020.**
- ❖ Adjournment

Meeting Tips: You may access the meeting simply by clicking the link in your RSVP confirmation. During the meeting, once the time comes for questions or comments, there is an icon (“hand” on bottom right of your screen) on zoom that you can press to raise your hand. Please use this icon to speak, as homeowners will be muted during the meeting. Each homeowner should try to limit their comments to 3 minutes so that everyone will have a chance to speak.

For **electronic voting** (instructions enclosed) you will need to log into your account on the Homeowner Portal, via www.TrinityOaksHOA.com. If you have not yet logged into your portal and need help, please email alyssa@damctx.com or call the Diamond office at 210-561-0606 for assistance.

TRINITY OAKS HOMEOWNERS ASSOCIATION, INC.

14603 Huebner Road, Building 40

San Antonio, Texas 78230

Telephone: 210-561-0606 * Fax: 210-690-1125

VOTING INSTRUCTIONS

The Texas Property Code was amended by the Texas Legislature to provide that voting rights of owners in property owners associations may be cast or given:

In person or by proxy or electronically, at a meeting of the property owners' association;

To vote **"in person"**-

1. Email your **BALLOT** to alyssa@damctx.com following the adjournment of the Annual Meeting, to be held on **September 23, 2020 via Virtual Zoom Meeting**. Voting will close at **12:00 AM** on **September 27, 2020**.
2. Mail: Trinity Oaks Homeowners Association
Attn: Elections Administrator
14603 Huebner Rd., Bldg. 40
San Antonio, TX 78230
3. Fax: 210-690-1125, Attn: Trinity Oaks Election Administrator.

To vote **electronically** please follow the directions indicated below:

1. You **must** be registered on the HOA portal, via www.TrinityOaksHOA.com. If you are not yet registered and need assistance with this, please contact Alyssa at alyssa@damctx.com for your account number, login instructions, etc. You may also call 210-561-0606 for assistance.
2. Login to the portal and from the Homepage, click on **Election**, then **Vote Now**, and then continue. Follow the prompts, as they are provided. After you have made your selections, be sure to **Submit** your ballot.

To vote by **PROXY**, please fill out and sign the attached **Directed Proxy** form and give it to the person you name to act as your proxy. Alternatively, you may return it using one of the methods listed above (email, mail, or ballot box). Voting by proxy is naming a trusted person to **vote on your behalf**.

**MINUTES OF THE ANNUAL MEETING OF
THE GENERAL MEMBERSHIP OF
Trinity Oaks Homeowners Association of Bexar County
September 24, 2019**

The Annual Meeting of the General Membership of Trinity Oaks Homeowners Association of Bexar County, a Texas nonprofit corporation (the “Association”) was held at Indian Springs Elementary, 25751 Wilderness Oaks San Antonio, TX 78261, pursuant to call by the Directors of the Association.

- **Call to Order:** The meeting was called to order at 7:04pm by Aaron Brown, President.
- **Introduction and Opening Remarks:** Aaron Brown, President welcomed everyone and thanked them for attending the meeting. Board members, Nora Teixeira, Cristee Swain and Mike Brummett introduced themselves. A plaque was presented to Cristee Swain for her service on the Board.
 - Accomplishments of the Board:
 - New landscaper
 - Trees were trimmed.
 - Signed 10-year contract with TDS for trash service.
 - Holiday Lights will be different contractor.
 - Shade structure approved for pool.
 - 2020 Budget will be approved at next Board meeting.
 - ACC- Max Underwood presented a report. 63 submissions for the last year with 59 approved and 2 denied. Turnaround time is about 2-3 days. The ACC needs another volunteer. If interested, please sign up.
- **Determination of Quorum:** In accordance with the By-laws, there is a quorum requirement of 10% of the platted lot owners required to be present either in person or by proxy. There are 676 platted lots. Quorum is 68 lot owners in person or by proxy. There were 103 owners present in person or by proxy. The quorum requirements were met.
- **Proof of Notice:** Notice was mailed to the membership on September 11, 2019 All members present received the notification.
- **Approval of Annual Meeting Minutes:** Motion made and seconded to approve the Minutes of September 26, 2018 as presented. Motion carried.
- **Financial Report:** Presented by
 - 2019 Year to Date-Year- discussed.

- Balance in operating account is \$132,771.42 and Reserve balance is \$729,580.77
 - Reserves are about on target with Reserve Study.
- **Election of One (1) Director to serve a three (3) year term.**
 - Nominees:
 - Brian Howey
 - Stephanie Kissel
 - Jon Sams
 - Tomas Schramme
 - Nominations from the floor: None
 - Nominees were introduced and each spoke.
 - There being no further nominations, ballots were cast.
 - Ballots were tallied.
 - Directors:
 - Stephanie Kissel
 - Tomas Schramme
- New Business:
 - Questions:
 - Need to update community.
 - Monument on 281-Will be torn down. Not rebuilding.
 - Parking-How can it be resolved?
 - Facebook-Board cannot make any statements on social media.
 - Social Events are posted on Facebook and the website.
 - SAWS-rates?
 - Can there be speed humps/bumps?
 - Arbors side-Landscaping?
 - Dog poo in common areas. Can dog canisters be installed?
 - Social Committee-Back to school event was successful.
 - Next events:
 - 10/25-Movie Night
 - 10/26-Halloween event
- Adjournment: There being no further business, the meeting was adjourned at 8:00 pm.

TRINITY OAKS OF BEXAR COUNTY HOMEOWNERS ASSOCIATION
2020 APPROVED BUDGET

GL ACCOUNT	2019 BUDGET	2019 ACTUALS	2020 BUDGET	2019 BUDGET YTD
REVENUES				
Homeowners Assessments:	\$378,832.00	\$390,301.58	\$378,832.00	\$292,114.35
Enrollment Fee	\$4,000.00	\$7,750.00	\$7,500.00	\$4,250.00
Late Fees	\$3,000.00	\$2,632.20	\$3,000.00	\$1,503.02
Total Income	\$385,832.00	\$400,683.78	\$389,332.00	\$297,867.37
Other Income				
Pool Cards	\$750.00	\$1,050.00	\$750.00	\$350.00
Legal/Lien Fees	\$10,000.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues	\$0.00	\$440.00	\$0.00	\$40.00
Interest	\$3,000.00	\$3,744.19	\$3,000.00	\$3,329.55
TOTAL REVENUES	\$399,582.00	\$405,917.97	\$393,082.00	\$301,586.92
EXPENSES				
Administrative				
Office Supplies	\$250.00	\$33.49	\$250.00	\$0.00
Postage	\$2,000.00	\$1,755.88	\$2,000.00	\$616.06
Printing	\$750.00	\$1,048.45	\$750.00	\$300.44
Permits/Recording Fees/Dues	\$0.00	\$0.00	\$0.00	\$0.00
Management Fee	\$36,600.00	\$36,600.00	\$36,600.00	\$21,350.00
Bank Fees	\$0.00	\$20.00	\$0.00	\$10.00
Meeting Expenses	\$500.00	\$300.00	\$500.00	\$0.00
Accounting	\$500.00	\$350.00	\$500.00	\$350.00
Legal / Professional Fees	\$20,000.00	\$19,504.84	\$20,000.00	\$5,864.53
Legal-Recoverable	\$10,000.00	-\$17,057.41	-\$10,000.00	-\$6,378.57
Reserve Study	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$182.00	\$0.00	\$182.00	\$0.00
TOTAL ADMINISTRATIVE	\$70,782.00	\$42,555.25	\$50,782.00	\$22,112.46
Gates				
Gate Maintenance Contract	\$900.00	\$596.47	\$900.00	\$568.33
Gate Repair/Emergency calls	\$3,600.00	\$5,834.14	\$3,600.00	\$3,776.07
Gate Telephones	\$2,500.00	\$2,541.71	\$2,500.00	\$936.24
TOTAL GATES	\$7,000.00	\$8,972.32	\$7,000.00	\$5,280.64
Taxes				
Property Taxes/Franchise	\$350.00	\$1,034.07	\$500.00	\$0.00
Federal Income Tax	\$0.00	\$294.00	\$500.00	\$105.00
TOTAL TAXES	\$350.00	\$1,328.07	\$1,000.00	\$105.00
Utilities				
Electricity	\$32,000.00	\$30,010.32	\$31,500.00	\$17,349.50
Water/Sewer	\$18,000.00	\$12,508.33	\$16,500.00	\$6,481.85
TOTAL UTILITIES	\$50,000.00	\$42,518.65	\$48,000.00	\$23,831.35
Ground Maintenance				
Improvements	\$5,000.00	\$2,070.28	\$30,000.00	\$11,394.83
Groundskeeping contract	\$27,000.00	\$33,743.67	\$33,000.00	\$19,496.89
Irrigation Repairs	\$3,000.00	\$4,197.68	\$7,500.00	\$6,269.58
Tree Maintenance	\$7,500.00	\$22,427.72	\$5,000.00	\$3,150.08
Retention Basin	\$28,750.00	\$28,130.91	\$28,750.00	\$14,263.56
TOTAL GROUND	\$71,250.00	\$90,570.26	\$104,250.00	\$54,574.94
Other Maintenance				
Electrical Repairs	\$3,000.00	\$3,500.99	\$2,000.00	\$6,695.32
Signage	\$1,500.00	\$0.00	\$2,000.00	\$180.52
Fence/ Walls	\$1,000.00	\$2,455.21	\$8,000.00	\$19,522.74
Street Maintenance	\$2,000.00	\$0.00	\$3,500.00	\$0.00
Street Sweeping	\$2,000.00	\$1,986.82	\$2,000.00	\$499.20
Plumbing Repairs	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Rec Area Repairs & Maint	\$2,000.00	\$0.00	\$2,000.00	\$0.00

TRINITY OAKS OF BEXAR COUNTY HOMEOWNERS ASSOCIATION
2020 APPROVED BUDGET

GL ACCOUNT	2019 BUDGET	2019 ACTUALS	2020 BUDGET	2019 BUDGET YTD
General Repairs	\$5,000.00	\$3,985.00	\$1,000.00	\$18,272.38
TOTAL OTHER MAINTENANCE	\$17,500.00	\$11,928.02	\$21,500.00	\$45,170.16
Pool				
Pool Lifeguards	\$26,000.00	\$24,800.06	\$26,000.00	\$25,975.44
Pool Supplies/Equipment	\$500.00	\$805.91	\$500.00	\$100.00
Janitorial/ Maint	\$5,000.00	\$7,510.00	\$6,000.00	\$4,640.00
Monthly Pool Maintenance Contract	\$13,900.00	\$15,516.25	\$13,900.00	\$11,201.08
Pool Telephone(emergency phone)	\$0.00	\$233.65	\$300.00	\$188.65
Pool Gate	\$500.00	\$0.00	\$500.00	\$0.00
Pool Keys/Cards	\$500.00	\$0.00	\$500.00	\$460.06
Pool Furniture/Trash Receptacles	\$2,000.00	\$1,050.00	\$2,000.00	\$2,049.00
Lighting	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Repairs	\$1,000.00	\$6,930.50	\$3,000.00	\$2,188.41
Pool Chemicals	\$2,000.00	\$0.00	\$1,000.00	\$0.00
TOTAL POOL	\$52,400.00	\$56,846.37	\$54,700.00	\$46,802.64
Other				
Holiday Lighting	\$2,500.00	\$3,685.07	\$4,000.00	\$0.00
Bad Debt Write Off	\$3,000.00	\$250.00	\$2,500.00	\$0.00
Miscellaneous	\$1,000.00	\$53.20	\$700.00	\$0.00
TOTAL OTHER	\$6,500.00	\$3,988.27	\$7,200.00	\$0.00
Committees				
Social	\$3,000.00	\$2,333.68	\$3,000.00	\$2,015.25
Newletter/Communications	\$2,000.00	\$660.68	\$500.00	\$0.00
Safety	\$500.00	\$0.00	\$500.00	\$0.00
YOM/Special Recognition	\$500.00	\$0.00	\$500.00	\$0.00
TOTAL COMMITTEES	\$6,000.00	\$2,994.36	\$4,500.00	\$2,015.25
Insurance				
Liability/Property Insurance	\$7,500.00	\$7,382.00	\$7,750.00	\$7,669.00
Directors & Officers Insurance	\$3,500.00	\$3,482.00	\$3,600.00	\$3,496.00
Workmens Comp	\$300.00	\$280.00	\$300.00	\$280.00
Umbrella	\$1,500.00	\$1,309.01	\$1,500.00	\$625.00
TOTAL INSURANCE	\$12,800.00	\$12,453.01	\$13,150.00	\$12,070.00
Capital Improvements				
Capital Improvement Expense	\$0.00	\$0.00	\$16,000.00	\$15,621.56
TOTAL CAPITAL	\$0.00	\$0.00	\$16,000.00	\$15,621.56
Reserves				
Transefer to Reserves	\$105,000.00	\$200,000.00	\$65,000.00	\$65,000.00
Reserve-Walls/Fencing	\$0.00	\$54,139.50	\$0.00	\$0.00
Reserve-Gates	\$0.00	\$0.00	\$0.00	\$7,685.51
Reserve-Roof Replacement	\$0.00	\$0.00	\$0.00	\$5,364.19
Reserve-Misc	\$0.00	\$22,634.43	\$0.00	\$0.00
TOTAL RESERVES	\$105,000.00	\$276,773.93	\$65,000.00	\$78,049.70
TOTAL EXPENSES	\$399,582.00	\$550,928.51	\$393,082.00	\$305,633.70
NET CASH IN (OUT)	\$0.00	-\$145,010.54	\$0.00	-\$4,046.78
Approved by the Board of Directors- 11-13-19				
This replaces all previously published budgets.				
AS OF 7/31/2020				
OPERATING BALANCE	\$257,671.67			
RESERVE BALANCE	\$686,010.36			
TOTAL	\$943,682.03			

CALL TO SERVE NOTICE:

There are two (2) Board of Director positions for a three (3) year term to be voted upon at the next annual meeting. Homeowners who are interested in running for the Board, please fill out the Candidate Profile Form below and return to Diamond Association Management & Consulting, at the location listed at the bottom of this form by 5:00 PM on August 27, 2020. All Candidate Profile forms received will be included in the formal annual meeting notice to be distributed prior to the annual meeting. If you have any questions, please call Diamond at (210) 561-0606.

Annual Meeting Reminder!

Date: September 23, 2020

Where: Zoom Virtual Meeting
(details to follow)

Trinity Oaks Homeowners Association
BOARD OF DIRECTORS - CANDIDATE PROFILE FORM

NAME: Benjamin Doll

ADDRESS: 76719 Redstone Hill

HOME PHONE: _____ WORK PHONE: 1

1. FAMILY: Spouse & 4 Children

2. EMPLOYMENT: Airfare

Brief Job Description: K-12 Content Filtering & IT Security

3. PREVIOUS VOLUNTEER INVOLVEMENT: Samar Shalvi, IBC
Community work

4. OTHER PROFESSIONAL, CIVIC, OR SPECIAL INTEREST COMMITTEE OR GROUP INVOLVEMENT:

NA

5. WHAT IS YOUR BIGGEST CONCERN REGARDING OUR COMMUNITY:

HOA to Property Management Communication & Involvement
Dangerous for Arbor's residents to Cross Street to Amenities

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the Bylaws.

Signed: [Signature] Date: 8/27/2020

Please Return to Diamond Association Management & Consulting (Email, Mail or Fax)
by 5 pm, August 27, 2020 to be included on the Ballot.

14603 Huebner Road, Building 40, San Antonio, TX 78230 / Fax: (210) 690-1125 / Email: eva@damctx.com

CALL TO SERVE NOTICE:

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Annual Meeting Reminder!

Date: September 23, 2020

Where: Zoom Virtual Meeting
(details to follow)

Trinity Oaks Homeowners Association

BOARD OF DIRECTORS - CANDIDATE PROFILE FORM

NAME: Joseph Drozd

ADDRESS: 2709 Tuscan Crest, SA, Tx 78241

HOME PHONE: _____ WORK PHONE: _____

1. FAMILY: Priscilla Drozd, Christian Barron, Karina Drozd, Danijela Drozd

2. EMPLOYMENT: U.S. Army Retired

Brief Job Description: Logistics Officer

3. PREVIOUS VOLUNTEER INVOLVEMENT: Magnolia Heights HOA President & Board member (4 years)
Indian Springs Watch dog, Bexar County Citizens on Patrol,
Indian Springs year book Committee

4. OTHER PROFESSIONAL, CIVIC, OR SPECIAL INTEREST COMMITTEE OR GROUP INVOLVEMENT: Northrock Church Response Team

5. WHAT IS YOUR BIGGEST CONCERN REGARDING OUR COMMUNITY: Community Safety

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the Bylaws.

Signed: Joel G. Myer Date: 8/23/2020

Please Return to Diamond Association Management & Consulting (Email, Mail or Fax)
by 5 pm, August 27, 2020 to be included on the Ballot.

14603 Huebner Road, Building 40, San Antonio, TX 78230 / Fax: (210) 690-1125 / Email: eva@damctx.com

CALL TO SERVE NOTICE:

There are two (2) Board of Director positions for a three (3) year term to be voted upon at the next annual meeting. Homeowners who are interested in running for the Board, please fill out the Candidate Profile Form below and return to Diamond Association Management & Consulting, at the location listed at the bottom of this form by 5:00 PM on August 27, 2020. All Candidate Profile forms received will be included in the formal annual meeting notice to be distributed prior to the annual meeting. If you have any questions, please call Diamond at (210) 561-0606.

Annual Meeting Reminder!

Date: September 23, 2020

Where: Zoom Virtual Meeting
(details to follow)**Trinity Oaks Homeowners Association****BOARD OF DIRECTORS - CANDIDATE PROFILE FORM**

NAME:

Charlene Gieptner

ADDRESS:

26919 Trinity Heights

HOME PHONE:

WORK PHONE:

1. FAMILY:

Yes

2. EMPLOYMENT:

Office Manager - Owner

Brief Job Description:

AP/AR - Dispatchee - Sales - Marketing -
Office Manager

3. PREVIOUS VOLUNTEER INVOLVEMENT:

Served on Stone Oak Board -
Board Member Stone Oak HighLites - Owner -

4. OTHER PROFESSIONAL, CIVIC, OR SPECIAL INTEREST COMMITTEE OR GROUP INVOLVEMENT:

CBC Member - Several Committee Volunteer
(Neighborhood of Stone Oak & Board of Summergreen)

5. WHAT IS YOUR BIGGEST CONCERN REGARDING OUR COMMUNITY:

Lack & Pride of the Community - Safety Issue -
Very Disappointed in the overall care by Homeowners

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the Bylaws.

Signed:

Charlene Gieptner

Date:

Aug 6/2020

Please Return to Diamond Association Management & Consulting (Email, Mail or Fax)
by 5 pm, August 27, 2020 to be included on the Ballot.14603 Huebner Road, Building 40, San Antonio, TX 78230 / Fax: (210) 690-1125 / Email: eva@damctx.com

CALL TO SERVE NOTICE:

There are two (2) Board of Director positions for a three (3) year term to be voted upon at the next annual meeting. Homeowners who are interested in running for the Board, please fill out the Candidate Profile Form below and return to Diamond Association Management & Consulting, at the location listed at the bottom of this form by 5:00 PM on August 27, 2020. All Candidate Profile forms received will be included in the formal annual meeting notice to be distributed prior to the annual meeting. If you have any questions, please call Diamond at (210) 561-0606.

Annual Meeting Reminder!

Date: September 23, 2020

Where: Zoom Virtual Meeting
(details to follow)

Trinity Oaks Homeowners Association
BOARD OF DIRECTORS - CANDIDATE PROFILE FORM

NAME: Daniel Szczepankiewicz

ADDRESS: 27011 Trinity Hts

HOME PHONE: _____ **WORK PHONE:** _____

1. FAMILY Daughter 18 and Son 10

2. EMPLOYMENT: Work from Home

Brief Job Description: Licensed Insurance Rep. also work with Disabled Veterans and
First Responders

3. PREVIOUS VOLUNTEER INVOLVEMENT: On our HOAs ACC for about 5 years now.

4. OTHER PROFESSIONAL, CIVIC, OR SPECIAL INTEREST COMMITTEE OR GROUP INVOLVEMENT:

Retired Military and Federal Police, serves on Bexar County CERT
Team, and Comal County Emergency and Disaster Management PODs team.

5. WHAT IS YOUR BIGGEST CONCERN REGARDING OUR COMMUNITY:

Keeping the community strong and home values increasing while keeping the city of
San Antonio from trying to annex us again, regardless of the current agreement.

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the Bylaws.

Signed: Daniel Szczepankiewicz **Date:** 8/4/20

Please Return to Diamond Association Management & Consulting (Email, Mail or Fax)
by 5 pm, August 27, 2020 to be included on the Ballot.

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CALL TO SERVE NOTICE:

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Annual Meeting Reminder!**Date:** September 23, 2020**Where:** Zoom Virtual Meeting
(details to follow)

Trinity Oaks Homeowners Association
BOARD OF DIRECTORS - CANDIDATE PROFILE FORM

NAME: Walter "Sonny" Wadsworth Jr**ADDRESS:** 27014 Trinity Bend**HOME PHONE:** _____ **WORK PHONE:** _____**1. FAMILY** Lori Wadsworth**2. EMPLOYMENT:** U.S. Army (Civilian)**Brief Job Description:** Intelligence and Security Specialist. Chief of Security for Army Installations worldwide. Program keeps classified information secure.**3. PREVIOUS VOLUNTEER INVOLVEMENT:** Church- Coaching and teaching youth sports
Guide Dogs of Texas and Guide Dogs for the Blind- Raising guide dogs (seeing eye dogs)**4. OTHER PROFESSIONAL, CIVIC, OR SPECIAL INTEREST COMMITTEE OR GROUP INVOLVEMENT:**

_____**5. WHAT IS YOUR BIGGEST CONCERN REGARDING OUR COMMUNITY:**

I am most interested in the following: Keeping the neighborhood secure by fostering community awareness; maintaining the properties
in order to protect the homeowners' investments; fostering a community that is available to help
each other if needed.

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the Bylaws.

Signed: W K Wadsworth Jr **Date:** 21 Aug 20

Please Return to Diamond Association Management & Consulting (Email, Mail or Fax)
by 5 pm, August 27, 2020 to be included on the Ballot.

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TRINITY OAKS HOMEOWNERS ASSOCIATION, INC.

14603 Huebner Road, Building 40

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Telephone: 210-561-0606 * Fax: 210-690-1125

BALLOT

This ballot is also for the purpose of establishing a quorum for the meeting. To be valid, the ballot must be fully completed and signed.

Board of Directors: There are two (2) positions on the Board and you may vote for two (2) individuals by checking the box to the left of his/her name. **Voting for *more* than two (2) individuals will disallow this directed proxy vote.**

☐ **Benjamin Droll**

☐ **Joseph Drozd**

☐ **Charlene Gieptner**

☐ **Daniel Szczepankiewicz**

☐ **Sonny Wadsworth**

☐ _____

☐ _____

☐ _____

☐ _____

Write – In

Write - In

Write – In

Approval of the Minutes of the Annual Meeting of the General Membership, September 24, 2019 (enclosed).

Do you vote to approve the minutes as submitted?

Voting both YES and NO will be disallowed.

☐ YES

☐ NO

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO COMPLETE THE INFORMATION BELOW AND SIGN THE BALLOT WILL RENDER IT INVALID.

Date

Contact Phone Number

Member (Please print your full name)

Property Address

Signature

TRINITY OAKS HOMEOWNERS ASSOCIATION, INC.

14603 Huebner Road, Building 40

San Antonio, Texas 78230

Telephone: 210-561-0606 * Fax: 210-690-1125

DIRECTED PROXY

The undersigned, a member of the Trinity Oaks Homeowners Association, hereby appoint the Secretary or _____ to act as proxy for the undersigned, at the annual meeting of the members of the Association to be held on September 23, 2020 via **Virtual Zoom Meeting at 7:00 p.m.** and any reconvening of such meeting.

This proxy is also for the purpose of establishing a quorum for the meeting. To be valid, the proxy must be fully completed and signed.

I hereby direct my proxy to vote as follows according to the number of votes that the undersigned would be entitled to vote if then present:

Board of Directors: There are two (2) positions on the Board and you may vote for two (2) individuals by checking the box to the left of his/her name. **Voting for *more* than two (2) individuals will disallow this directed proxy vote.**

☐ **Benjamin Droll**

☐ **Joseph Drozd**

☐ **Charlene Gieptner**

☐ **Daniel Szczepankiewicz**

☐ **Sonny Wadsworth**

☐ _____

☐ _____

☐ _____

☐ _____

Write – In

Write - In

Write – In

Approval of the Minutes of the Annual Meeting of the General Membership, September 24, 2019 (enclosed).

Do you vote to approve the minutes as submitted?

Voting both YES and NO will be disallowed.

☐ YES

☐ NO

☐ **My proxy holder may NOT cast my vote for any other issues that arise at such meeting.**

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO COMPLETE THE INFORMATION BELOW AND SIGN THE PROXY WILL RENDER IT INVALID.

Date

Contact Phone Number

Member (Please print your full name)

Property Address

Signature

TRINITY OAKS HOMEOWNERS ASSOCIATION, INC.
14603 Huebner Road, Building 40
San Antonio, Texas 78230
Telephone: 210-561-0606 * Fax: 210-690-1125

Dear Homeowner,

The following information has been provided to assist you prior to attending the annual meeting.

Why a Board of Directors?

The Board of Directors are representatives who are elected by the community. The recorded owner of each home/lot has one vote. It is the Board's responsibility to supervise the properties of the Association, develop and approve budgets and make decisions that affect the community and the Association. Each director represents all of the Association.

Who should be elected?

Any member may serve as a Director. They should be people who have an interest and the time to serve the community and are knowledgeable of the Association's rules and governing policies. There is no compensation for undertaking this task except the gratitude of the community.

Who elects the President and other officers?

The Board of Directors appoint the officers of the Association. The appointment of officers is usually made at the first Board of Directors meeting following the election.

How do I vote and how are ballots counted?

Please see the enclosed Voting instructions.

How many votes does each homeowner have?

Each recorded home/lot owner has only one vote for each lot owned.

Can other business be brought up on election night?

Yes, after the election of Directors and other items on the agenda are discussed, the Chair will open the floor to New Business and will recognize individuals from the floor who have questions. Only business of the Association that is of general interest to the membership will be discussed, pending the availability of time.

I won't be there.....can I still vote?

Yes, please see the enclosed voting instructions.

We strongly recommend that you exercise your right to vote by ballot, electronic vote, or directed proxy. In order to call the meeting to order, a quorum must be present. Your ballot, electronic vote, or directed proxy counts towards establishing the quorum. Without a quorum, the meeting must be adjourned and reconvened at a later time, and the business of the Association could be delayed.