

Double-Sided Documents

HIGH MEADOWS HOMEOWNERS ASSOCIATION, INC NOTICE OF ANNUAL MEETING

An annual meeting of Members of the Association will be held on

Date: **Saturday, August 5, 2023**

Time: **1:00-3:00 PM**

Place: **Florence Senior Citizen Center,
100 Railroad Street, Florence, CO**

for the purposes stated in the attached agenda, which include: (1) the election of one director for a three (3) year term; and (2) to discuss the development of phase 4 and other improvements/changes that happened this year.

Members are urged to attend the meeting in person, because in order to have a quorum at the meeting, we need 20% of the eligible Members in good standing to attend in person or by proxy (see Section 10.4 of the Bylaws). As a result, Members who do not expect to attend in person can help the HOA to reach a quorum if they sign, date and return a proxy, which must be received by the President of the Association (Lisa Bryan) **no later than 4:00 p.m. on August 4, 2023**. If you later decide to attend the meeting in person, you may withdraw your proxy and vote in person, unless the individual who has your proxy has already cast your ballot.

In order to be eligible to vote at the meeting (or to submit a proxy), you must be a Member in good standing, with no assessment arrearages. Since checks will not be accepted at the time of the annual meeting, any delinquent members who wish to be reinstated must pay their assessment arrearages on or before **Friday, July 28, 2023** or pay in cash, money orders or certified funds at the time of the meeting.

The singular most important aspect to running a homeowner's association is participation by you, the homeowner. This participation encourages a sense of community and cooperation between all the residents and keeps your association strong. A strong association is the key to maintaining your assets properly, and protects the rights and property values of each and every homeowner.

By order of the Board of Directors, High Meadows Homeowners Association.

AGENDA

High Meadows Homeowner's Association Annual Meeting

Date: Saturday, August 5, 2023

Time: 1:00 PM

Place: Florence Senior Center

100 Railroad Street, Florence, CO

Meeting come to order

Statement from Board

Introduction of Attorney

Budget Overview

Public Discussion

Nominations/Voting

Adjournment

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PROXY INSTRUCTIONS
From the Board of Directors

As an owner of property in the High Meadows Homeowners Association (the “Association”) and as a member in good standing of the Association, you are entitled to vote at the General Meeting on

(date) **Saturday, August 5, 2023**

(time) **1:00-3:00 PM** However, if you do not plan to attend the meeting, please complete the enclosed proxy.

APPOINTMENT OF PROXY: Votes may be cast by owners or proxies present at the meeting. You may select anyone you wish to be your proxy, but he or she must be at the meeting to cast your votes. One of your choices available is the President of the Board of Directors. This choice is a guarantee that the appointed proxy will be at the meeting and that your votes will be cast.

Place an “X” in the box adjacent to your choice and the full name of your designated proxy (if you are not appointing the President). Be sure to read and understand the document, then date and sign where indicated. A separate proxy is required for each unit owned.

ENVELOPE: Use the enclosed special envelope to place your proxy in and then place in an envelope and mail your proxy to 100 High Meadows Drive, Florence, CO, 81226. Do not enclose your payment for monthly association fees in the special envelope.

All proxies being mailed must be received at 100 High Meadows Drive, Florence, CO, 81226

By date/time: **FRIDAY, AUGUST 4, 2023 By 4:00 PM**

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APPOINTMENT OF PROXY

The undersigned, Owner(s) of _____ does hereby constitute and appoint: (check one of the boxes)

The President of the Board of Directors

or

(proxy must be present at the meeting),

as attorneys-in-fact and proxies of the undersigned with powers of substitution for and in the name of the undersigned to vote at the general meeting of the High Meadows Homeowners Association scheduled for

(date) **Saturday, August 5, 2023**

(time) **1:00 PM**

This proxy will be for the sole purpose of voting for the Board of Directors and the budget. In the event that there are matters to be voted upon at the meeting for which approval of the Owners is to be obtained, I hereby direct my proxy to cast my votes in accordance with the sole and absolute discretion of my proxy.

I / We hereby ratify and confirm all matters upon which the designated proxy shall vote upon and all that such proxy shall lawfully do by virtue hereof.

I / We hereby revoke all former proxies given to vote on matters involving the High Meadows Homeowners Association.

Date

Owner

Date

Owner

IMPORTANT: In signing this proxy, please date it and sign your name as shown on your Deed for your unit. When signing as Attorney, Executor, Administrator, Trustee or Guardian, please give full title as such. Where undivided interest is registered in the name of the joint tenants or trustees, each joint tenant or trustee should sign.

Double-Sided Documents**HIGH MEADOWS HOMEOWNER'S ASSOCIATION INC.****Proposed Budget 2024**

| | Actual 2022 | Expected 2023 | Proposed 2024 |
|--------------------------------------|----------------|------------------|------------------|
| Income | | | |
| Assessment collected | 30860 | 30780 | 30780 |
| Other Income | 3466 | 2500 | 3000 |
| Total | 34326 | 33280 | 33780 |
| Expenses | | | |
| Insurance | 3346 | 4500 | 5000 |
| Liens and Recording Fees | 171 | 200 | 200 |
| Contract Maintenance | 15197 | 16000 | 17000 |
| Office, Misc, Printing, postage, etc | 2400 | 2700 | 2700 |
| Utilities | 492 | 600 | 600 |
| Legal | 5116 | 5000 | 5000 |
| Accounting and Billing Expenses | 2600 | 2800 | 2800 |
| Bad Debt | 411 | 380 | 250 |
| Website | 90 | 100 | 100 |
| Total Expenses | 29823 | 32280 | 33650 |
| Excess (Shortage) | 4503 | 1000 | 130 |
| Cash in Bank as of 6/15/2023 | 27201.72 | | |
| CD's in bank | 17167.62 | | |