

**NOTICE OF 2023 ANNUAL MEMBERS MEETING OF FOREST
CREEK HOMEOWNERS ASSOCIATION, INC. and BOARD OF
DIRECTORS MEETING**

At the direction of the Board of Directors, and pursuant to Article 4, Section of the Bylaws of the Forest Creek Homeowners Association, notice is hereby given this 23rd day of December 2022 that the Fiscal Year 2023 Annual Members Meeting will be held at the time and place specified below:

Date: Tuesday, January 24, 2023
Time: 6:30 p.m. – 7:30 p.m. (Sign-in begins at 6:00 p.m.)
Place: The Forest Creek Elementary School
3505 Forest Creek Dr, Round Rock, TX 78664

ANNUAL MEETING AGENDA

1. Call to Order
2. Roll Call / Establish Quorum / Proof of Notice - *1 minute*
3. Reading and Approval of the 2022 Annual Meeting Minutes - *3 minutes*
4. Nominations from the Floor and Introduction of Candidates (each candidate will be allowed 3 minutes to address the membership) - *10 minutes*
5. Casting of Ballots for Election of Three (3) Board Members - *15 minutes*
6. Board of Directors/President's Report - *15 minutes*
7. EPC Committee Report - *5 minutes*
8. Manager's Report - *10 minutes*
9. Communications from Members (Signed-in resident speakers to speak, in order of sign-in, with a 3-minute limit per person, maximum of 15 minutes for all speakers combined.)
10. Announcement of new Board of Directors - *1 minute*
11. Adjournment

BOARD MEETING AGENDA

1. Call to Order
2. Election of Officers
3. Adjournment

IMPORTANT NOTICE!!! IF YOU CANNOT ATTEND, PLEASE RETURN YOUR PROXY BEFORE

THE MEETING! *A quorum is required to conduct business at this meeting. Without a Quorum (10% of all homeowners), the meeting cannot be held, and another meeting would need to be called, which creates an additional and unnecessary expense to your association. In the event you are unable to attend, PLEASE either go to the online voting site as detailed in the cover letter to cast your vote or use the enclosed proxy to assign your voting rights to a third party. Sign and date the proxy and either return to RealManage by mail or e-mail BEFORE THE MEETING or give to a board member or neighbor who is attending the meeting. If you do not know who to assign your proxy to, just sign and return, and unassigned proxies will be distributed to board members at the meeting as indicated on the proxy.*

FOREST CREEK HOMEOWNERS ASSOCIATION, INC.

REVOCABLE PROXY FOR THE 2023 ANNUAL MEMBERS MEETING

Date: Tuesday, January 24, 2023 (unless rescheduled)

Time: 6:30 p.m. – 7:30 p.m. (Sign-in starts at 6:00 p.m.)

Place: The Forest Creek Elementary School, 3505 Forest Creek Dr, Round Rock, TX 78664

Choose *either* Option 1 (allowing a vote to be cast on all issues at the meeting) **or** Option 2 (your vote is used only to establish a quorum).

1. **GENERAL PROXY** - I/We, the undersigned, revoke all previously executed proxies and appoint _____ (fill in blank with name) to be my/our proxy agent to represent me/us on the matters to be voted on at the above referenced Annual Meeting of Forest Creek Homeowners Association. If no name appears in the blank, proxies will be equally distributed to the board members present at the meeting, to serve as my proxy agent. My proxy agent is authorized to vote on my/our behalf on all issues submitted to vote. This proxy is effective for the meeting on the above date, and for any resumption of the meeting, should the same be necessary due to lack of a quorum. This proxy shall remain in full force and effect until the above referenced meeting is held with a quorum and then adjourned, at which time this proxy shall expire.

2. **FOR QUORUM ONLY** - If you do not want to cast a vote, but would allow your vote to be used to establish a quorum for the meeting, please initial -- For Quorum Purposes Only: _____

SIGNATURE BLOCK: MUST BE COMPLETED BY AT LEAST ONE OWNER:

Property Owner Name(s) - Print: _____

Signature(s): _____

Address: _____

Date: _____, 20____

Please send form to the meeting with Proxy Agent or return this signed and dated form to:

Forest Creek Homeowners Association, c/o RealManage, 9601 Amberglen Blvd., Suite 150, Austin, TX 78729
Office (866) 473-2573 | Fax (866) 919-5696 | E-mail: FORCREEK@CiraMail.com