

# Cross Oak Ranch Homeowners Association, Inc.

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## Notice of Annual Meeting

December 8, 2015

Dear Cross Oak Ranch Homeowner(s):

As managing agent for Cross Oak Ranch Homeowners Association, Inc., we are pleased to advise you of the Annual Meeting to be held on **Tuesday, December 8, 2015**. The purpose of this meeting is to conduct normal business of the Association, present information on current Association affairs as well as electing five (5) officers for the Board of Directors. Enclosed for your convenience is a proxy that can be used in the event that you are unable to attend the meeting and an absentee ballot if you would like to vote on your own behalf. Also enclosed is a candidate form if you are interested in running for a position on the Board, and a volunteer form if you are interested in serving on one of our committees.

*If you cannot attend this year's meeting, it is very important that you assign your proxy. A meeting cannot be held unless quorum is met by proxy or in person. You may assign your vote to a Board member or neighbor of your choice, or you may mark the box that states "Proxy for Quorum Only (Not assigning vote)" and complete the absentee ballot enclosed. Please visit the HOA website at [www.crossoakranchhoa.com](http://www.crossoakranchhoa.com) to view information on candidates as it is received. Owners who attend the meeting will be provided a ballot with all candidate information at the time of the meeting.*

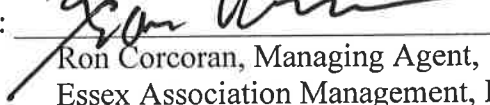
Date: Tuesday, December 8, 2015

Time: 6:30pm - 7:30pm

Location: **Oak Grove United Methodist Church**  
**4725 FM 720**  
**Aubrey, TX 76227**

Check in will begin at 6:00pm. We are looking forward to seeing you on December 8, 2015. If you have any questions please feel free to contact me at 972-428-2030 or e-mail [info@essexhoa.com](mailto:info@essexhoa.com).

Cross Oak Ranch Homeowners Association, Inc.

By:   
Ron Corcoran, Managing Agent,  
Essex Association Management, L.P.

Essex Association Management, L.P., 1512 Crescent Drive, Suite 112, Carrollton, Texas 75006  
Office: (972)428-2030 Main Fax: (469)342-8205  
E-mail: [info@essexhoa.com](mailto:info@essexhoa.com) Web: [www.essexhoa.com](http://www.essexhoa.com)

# Cross Oak Ranch Homeowners Association, Inc.

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**2015 Annual Meeting**  
Oak Grove United Methodist Church  
4725 FM 720  
Aubrey, Texas 76227  
Tuesday, December 8, 2015  
6:30 p.m.  
**DRAFT Agenda**

- Call meeting to order
- Establish quorum
  - 33%
- Introductions
  - Board of Directors
    - Mike Gavin- President
    - Greg Urech- Vice President
    - Earl Sanders- Treasurer
  - Management / Essex Association Management, L.P.
    - Ron Corcoran, Owner,
    - Connie Kindle, Association Manager
    - Jamie Jakubowski, Association Manager
    - Cinnamon Low, Administrative Assistant
- Approve 2014 Annual Reconvene meeting minutes
- 2014 Business
  - 2014 Financial Summary Review
  - Overview of accomplishments
- Board Election
  - Introduction of Candidates (limited to 5 minutes per candidate)
  - Floor Nominations
  - Casting of Ballots / Election
- 2016 Plans
  - Common Area enhancements & Proposed New Amenities
  - Community Events as presented by Social Committee
  - New Committees
    - Advisory Committee
    - Neighborhood Watch Committee
    - Appointment of new Committee Members by the Board
- Election Results
- Adjournment / Thank you for attending this year's Annual Meeting
- Question & Answer

\*\*\*\*\* Important- Do Not Discard \*\*\*\*\*

## Cross Oak Ranch Homeowners Association

### Proxy

I, the undersigned, being the record Owner of the property identified below, or being the authorized voting representative for the property, hereby revoke any previous proxies and grant to the person, identified below ("my Proxy Holder") my revocable Proxy for quorum only and all other respects to act on my behalf as a Member of The Cross Oak Ranch Homeowners Association, Inc. (the "HOA"), at the Annual meeting of the HOA scheduled for **December 8, 2015**, or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

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#### Proxy for Quorum Only (Not assigning vote)

- I hereby assign my proxy to \_\_\_\_\_ to establish Quorum only at The Cross Oak Ranch Homeowners Association Annual Meeting.

\*\*\*Or\*\*\*

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#### Proxy for Assigning Vote (Includes Quorum)

- Member of the HOA Board.  
**Or**
- To: \_\_\_\_\_ (please print individual's full name); or if the person named is absent, incapacitated, or unwilling to act as my proxy, then to the following individual alternate (optional) \_\_\_\_\_.

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#### Sign and Date

**In order for this Proxy to be valid it must be signed and dated.**

Executed this Date (specify date) \_\_\_\_\_

\_\_\_\_\_  
(Your Signature-Owner/Member)

\_\_\_\_\_  
(Your Printed Name-Owner/Member)

\_\_\_\_\_  
(Property Address)

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy.

Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy.

**Mail, fax, or email this form to:**

**Essex Association Management, L.P.**

**1512 Crescent Drive, Suite 112**

**Carrollton, TX, 75006**

**Email: info@essexhoa.com Fax: (214)292-8441**

# Cross Oak Ranch Homeowners Association, Inc.

Essex Association Management, L.P., 1512 Crescent Drive, Suite 112, Carrollton, TX 75006 (972)-428-2030

## ABSENTEE BALLOT December 8, 2015 Annual Meeting

**Absentee Ballot to vote on Candidates running for five (5) available positions on the Board of Directors. Ballot must be returned no later than December 7, 2015, at 12:00 p.m.**

I (We) Hereby cast our vote for the following candidates:

Mike Gavin

Earl Sanders

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mail:** Cross Oak Ranch  
c/o Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006

**Email:** [info@essexhoa.com](mailto:info@essexhoa.com)  
**or, Fax:** (214)292-8441

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BALLOT MUST BE SIGNED BY THE OWNER, CONTAIN A LEGIBLE NAME, PROPERTY ADDRESS, E-MAIL, AND DATE. PLEASE RETURN BALLOT BY MAIL, E-MAIL OR FAX NO LATER THAN 12:00 P.M. ON DECEMBER 7, 2015.**

## PLEASE READ BELOW

*By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any nominations from the floor, if a meeting is held. This means that if there are additional members who express interest in being on the Board your votes will not be counted on the final vote on these measures. Visit the HOA website at [www.crossoakranchhoa.com](http://www.crossoakranchhoa.com) before completing ballot for any new candidates not listed above. You may write in the name of any new candidate you choose to vote for.* If you desire to retain the ability to vote on all matters, please attend the meeting. You may submit an absentee ballot and later choose to attend the meeting, in which case your in-person vote will prevail. Please notify the management representative upon your arrival so your absentee ballot can be voided.

Cross Oak Ranch  
2015 Annual Meeting  
Board of Directors Candidacy Questionnaire

**Candidate Questionnaire**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please introduce yourself; include business, homeowner association or other experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you lived in Cross Oak Ranch? \_\_\_\_\_ years / months (please circle one)

Desire/Reason in running for the Board of Directors. Include neighborhood interest, desired improvement for Cross Oak Ranch Homeowners Association, Inc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Areas you feel need more of the Board's attention in the up-coming year. What areas do you feel you could make the greatest contribution? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have other commitments that may deter you from serving or attending meetings if elected to the Board of Directors? \_\_\_\_\_

*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 questionnaire will be published online at the HOA website and in the Annual Meeting Packet.*

**Please return by e-mail to [info@essexhoa.com](mailto:info@essexhoa.com) or by fax to (214)292-8441 no later than 12:00 p.m. December 7, 2015.**

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006  
Office: (972)428-2030 Fax: (214)292-8441  
[www.essexhoa.com](http://www.essexhoa.com)

# CROSS OAK RANCH HOMEOWNERS ASSOCIATION, INC.

## VOLUNTEER FORM

Thank you for considering volunteering for your community. Your willingness to help your Homeowners Association is appreciated very much. Please tell us a little about your interests and any relevant volunteer, home or work experience.

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you resided at Cross Oak Ranch: \_\_\_\_\_

Hours you can contribute each month: \_\_\_\_\_

Committee interests (*Please check one*):

Neighborhood / Crime Watch

Advisory (members of this committee are appointed through an interview process)

Are you willing to chair a committee, if required? (*Please circle*): Y / N

Volunteer, career, personal, church, business or other relevant experience you would like to share with us:

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What previous committee experience do you have, if any?

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Additional comments:

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**SEE REVERSE FOR MORE INFORMATION**

*Please return the completed form to:*

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton Texas 75006  
[info@essexhoa.com](mailto:info@essexhoa.com)  
Fax: (214)292-8441