



October 1, 2021

Notice of Annual Election Meeting of the Members

Tuesday, October 19, 2021 at 6:00p.m.

Dear Homeowner(s),

As the Managing Agent for **Crown Valley Homeowner's Association, Inc.**, we are pleased to announce that the online/telephonic Annual Election Meeting of the Members has been scheduled for **Tuesday, October 19, 2021 at 6:00 p.m.** The purpose of this meeting is to elect one (1) member to the Board of Directors and discuss normal business of the Association. Enclosed in this packet you will find the Draft Agenda, Proxy with Consent in Lieu of Meeting, and Ballot. You may email, mail, or fax in your Ballot or Proxy. **You may now cast your vote Electronically on your Association's Website at www.crownvalleyhoa.com.** The election meeting cannot be held without the proper quorum; therefore, it is important that you complete and return the proxy, in the event that you are not able to attend the meeting.

A Ballot cast electronically shall also count for quorum. If you vote online, please do not return a ballot or proxy and do not assign your proxy to another owner as it will not be counted.

If you do not vote online, it is important that your Ballot or Proxy be returned no later than 5:00pm on Monday, October 18, 2021 in order for it to be counted.

There are 4 ways you can vote:

1. **You may now vote Electronically**, on your Associations Website at www.crownvalleyhoa.com.
2. Email your Ballot or Proxy to tjackson@essexhoa.com or proxies@essexhoa.com
3. Fax your Ballot or Proxy to: (469) 342-8205 ATTN: Tameka Jackson
4. Mail the Ballot or Proxy to:

Crown Valley Homeowners Association
C/O Essex Association Management, L.P.
ATTN: Tameka Jackson
1512 Crescent Drive, Ste. 112,
Carrollton, TX 75006

We look forward to you joining us on **Tuesday, October 19, 2021**. All documentation enclosed will be posted to the Association's website. Only the Owner of record or the proxy holder may cast votes. It is very important that all documents are returned to your Association Manager by or before the deadline mentioned above.

Please Note: Floor Nominations and Write-in's Candidates cannot be accommodated for an election meeting held online/telephonically.

For any questions, please contact us via the "Contact Us" tab on the Association's website.

Sincerely,

Essex Association Management, L.P., Managing Agent
On behalf of Crown Valley Homeowner's Association, Inc.

cc: Association File
Enclosures: Draft Agenda, Proxy, Ballot

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
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