



NOTICE OF 2023 ANNUAL MEETING OF THE MEMBERSHIP
OF COLES CROSSING COMMUNITY ASSOCIATION, INC.

Dear Homeowners,

The Annual Meeting of the Members has been scheduled for Monday, May 22, 2023 at the Coles Crossing Community Center located at 13050 Barker Cypress, Cypress, TX 77429.

The meeting will be called to order at 6:30 PM with sign-in beginning at 6:15 PM.

The purpose of this annual meeting is to provide information about your community and hold an election. This year, the membership will be voting for two (2) candidates to serve three (3) year terms. The election is to elect members onto the Board, not to elect to specific officer positions, ex. President, Vice President. Officer positions are voted on by the Board at the Board meeting following the annual meeting.

Enclosed, you will find the formal notice and agenda as well as information on voting. All homeowners are encouraged to register to vote online. Candidate bios can be viewed when you register to vote online; bios were also included in the last two issues of The Paper Boy. **Should you wish to submit your vote online, please use the following individual registration code:**

Thank you in advance for participating, I look forward to meeting you.

Kindest Regards,

Heather Esteban, CMCA, AMS
Coles Crossing CAI Community Manager



FORMAL NOTICE OF THE 2023 ANNUAL MEETING
OF THE MEMBERSHIP OF
THE COLES CROSSING COMMUNITY ASSOCIATION, INC.

DATE: Monday, May 22, 2023
TIME: 6:30 p.m. (Sign-in will begin at 6:15 p.m.)
PLACE: Coles Crossing Community Center
13050 Barker Cypress
Cypress, TX 77429

This is a formal notice to all members of the Coles Crossing Community Association, Inc. to inform of the 2023 Annual Meeting to review and discuss the following topics:

- I. Call to Order/Establish Quorum
- II. Introductions
 - a. Board of Directors
 - b. Committees/Chairs
 - c. Crest Management
- III. Approval of 2022 Annual Meeting Minutes
- IV. Election of Directors
 - a. Nominations from the Floor
 - b. Introduction of Nominees
 - c. Vote
- V. Committee/Community Updates
- VI. Financial Presentation
- VII. Open Homeowner Forum
- VIII. Election Results
- IX. Adjourn

ABSENTEE BALLOT FOR THE 2023 ANNUAL MEETING OF THE MEMBERSHIP OF
COLES CROSSING COMMUNITY ASSOCIATION, INC.

The undersigned, a member of the COLES CROSSING COMMUNITY ASSOCIATION, INC., a Texas non-profit corporation ("Association"), acting on behalf of all the owners of the property described below, does hereby appoint _____ (or if no individual is designated, then the Board of Directors of the Association) as my/our proxy ("Proxy Holder"), and if so indicated below, to vote as directed on my/our behalf as though I/we was/were present at the Annual Meeting of the Members of the Association ("Annual Meeting") to be held on Monday, May 22, 2023 at 6:30 p.m. at the Coles Crossing Community Center and any readjournment or continuation thereof.

Please select ONLY one (1) of the two (2) options set forth below. If neither of these two (2) options is selected, this Absentee Ballot will be counted for quorum only. If more than one (1) option is selected, this Absentee Ballot will be counted for quorum only.

- ☐ **OPTION 1** **QUORUM ONLY. This proxy is to be used for quorum purposes only. No vote will be cast on my/our behalf.**
- ☐ **OPTION 2** **Directed Proxy/Absentee Ballot.** My/our Proxy Holder is directed to cast my/our vote in the election of Directors as directed below. **Note: You may not vote for more than two (2) candidates. If more than two (2) names are designated, the proxy will be counted for quorum purposes only.**

☐ Sarah Green*

☐ Paula Scott

☐ Pete Lehle*

*Incumbent

Write in Nomination

Write in Nomination

Section 209.00592(c)(3) of the Texas Property Code provides that a solicitation for votes by absentee ballot must include the following language: *By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.*

You must sign, date, print name and include your property address for this absentee ballot to be valid.

Member's Signature

Date

Member's First and Last Name

Property Address in Coles Crossing

Please return your absentee ballot no later than 12:00 p.m. on Monday, May 22, 2023 via email to heathere@crest-management.com, by mail to: Coles Crossing CAI c/o Crest Management, P.O. Box 219320, Houston, TX 77218, via fax 281-579-7062 or *dropping it off at the Community Center. You do not have to submit an absentee ballot if you are voting online or attending the annual meeting in person.

*Onsite office will accept ballots until 5pm on Monday, May 22, 2023.



To help the community achieve quorum, the HOA Board election vote will be conducted primarily online. Voting online is quick, easy, and secure. Paper ballots will also be available, but residents are encouraged to use the online system whenever possible.

Online voting will open April 21st and will close May 22nd
Please see below for instructions on how to VOTE ONLINE.

IMPORTANT VOTING INSTRUCTIONS:

- If you've provided an email address to the association you will receive an email from colescrossing@ivotehoa.com on the day voting opens that will include your registration code and a link to the voting site.
- If we don't have your email address on file, to vote **ONLINE**, you will need a registration code, which has been provided on page one of this Annual Meeting Notice.
- Visit <https://colescrossing.ivotehoa.com/register>
- When registering to vote online, any voting reminders or voter confirmation e-mails will come from colescrossing@ivotehoa.com so please add this to your approved e-mail list.
- In this election, you are eligible to vote for two (2) candidates. There is one ballot allowed per Lot. If you own more than one Lot, your vote will be weighted equivalent to the number of Lots you own.
- If you have already signed and submitted a hard copy absentee ballot, you do not need to visit the voting website (if you have submitted a hard copy absentee ballot and vote via the website, **last vote cast will be the one counted**).

Deadline for Voting online is **noon on Monday, May 22, 2023**

Thank you for your participation in this important election process. If you have any questions, please feel free to contact me at the email or phone number noted below.

Heather Esteban
HeatherE@crest-management.com
281-945-4630

VOTE • HOA • NOW