

Highlands at Gristmill HOA  
205 Paloma Dr  
Temple, TX 76502

Colby Property Management  
205 Paloma Dr  
Temple, TX 76502

#### NOTICE OF 2021 ANNUAL MEETING

In accordance with the Bylaws governing the Highlands at Gristmill HOA, and at the direction of the Board of Directors, notice is hereby given this date, 9/30/2021, that the Annual Meeting of the Association will be held at the time and place specified herein:

Date: Thursday, October 28, 2021

Time of Meeting: 6:30 pm

Place: Zoom Webinar  
www.HighlandsAtGristmill.com  
**PRE-REGISTRATION REQUIRED**

Important agenda items will be the election of Director(s), reports of officers and review of the previous year financials.

Enclosed is a **proxy**. If you are unable to attend the meeting, please complete the proxy and return it by US mail, email to [Manager@ColbyHOA.com](mailto:Manager@ColbyHOA.com), or give your signed proxy to another resident.

Also enclosed is a nomination form. If you are interested in serving on the Board of Directors, please complete the nomination form and return it with your proxy. Nominations are due no later than 10/22/2021. Our office **WILL** confirm receipt of your nomination by sending you a confirmation of receipt via email; if you do not receive a confirmation of receipt, it is your obligation to contact our office!

If you have any questions regarding the meeting or proxy, please call or email our office at your convenience.

## Highlands at Gristmill HOA

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Annual Meeting  
Thursday, October 28, 2021  
6:30 pm

### Agenda

- \* Call meeting to order / Certify quorum
- \* Financial Report / Community Update
  - No questions taken during reports
- \* Director Election
  - 1 Seat Expiring (1 Year Term)
- \* New Business
  - Questions on topics not covered in existing HOA materials (see website)
- \* Announce Director Election Results
- \* Adjourn (no later than 7:30pm)

*Immediately following the Annual Meeting, the Board of Directors will hold a Called Meeting to elect Officers*

Highlands at Gristmill HOA

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Annual Meeting  
Thursday, October 28, 2021

Meeting Proxy

I/We \_\_\_\_\_, being  
the owner(s) of \_\_\_\_\_  
(address), do hereby authorize and appoint \_\_\_\_\_ to be  
my/our proxy to represent me/us on the issues to be discussed at the Annual homeowners'  
meeting of HIGHLANDS AT GRIST MILL RESIDENTIAL COMMUNITY INC; to be  
held on Thursday, October 28, 2021 at 6:30 pm at the Zoom Webinar,  
www.HighlandsAtGristmill.com, **PRE-REGISTRATION REQUIRED**; and to vote on  
my/our behalf on the issues submitted to vote at this meeting, or in the event a quorum shall  
fail to attend, at such time and place as the adjourned meeting shall be resumed. This proxy  
shall remain in full force and effect until such time as the meeting is held with quorum and  
then adjourned. **If proxy assignment is left blank, signed proxy is deemed to be assigned  
to the Board President.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Please sign and return this meeting proxy at your earliest convenience to Highlands at Gristmill HOA, c/o Colby Property Management, 205 Paloma Dr, Temple, TX 76502. You may also send it by email to [Manager@ColbyHOA.com](mailto:Manager@ColbyHOA.com), or give your signed proxy to another resident to present at the meeting.

## Highlands at Gristmill HOA

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### Nomination Application for the Board of Directors Election Annual Meeting Thursday, October 28, 2021

I, \_\_\_\_\_, submit my name  
for consideration for the Board of Directors of HIGHLANDS AT GRIST MILL  
RESIDENTIAL COMMUNITY INC.

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Information Regarding Nominee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please sign and return this form to Highlands at Gristmill HOA, c/o Colby Property Management, 205 Paloma Dr, Temple, TX 76502. You may also send it by email to [Manager@ColbyHOA.com](mailto:Manager@ColbyHOA.com). Deadline to submit is 10/22/2021