

Highlands at Gristmill HOA  
205 Paloma Dr  
Temple, TX 76502

Colby Property Management  
205 Paloma Dr  
Temple, TX 76502

#### NOTICE OF 2022 TRANSITION ELECTION 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, 3/8/2022, that the Transition Election Meeting of the Association will be held at the time and place specified herein:

Date: Wednesday, April 13, 2022

Time of Meeting: 6:00 pm

Place: Hampton Inn Kyle  
151 Bunton Creek Rd  
Kyle, TX 78640

Important agenda items will be the election of Director(s), reports of officers and review of the previous year financials. **Because of the pandemic, if quorum is not met at this meeting, the next meeting attempt will be held in 2023.**

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 4/7/2022. 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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Transition Election Meeting  
Wednesday, April 13, 2022  
6:00 pm

### Agenda

- \* Call meeting to order / Certify Quorum
- \* Approval of minutes of 2021 Annual Meeting
- \* Financial Report / Report of Officers
  - No questions are taken during Reports
- \* Director election (3 seats)
  - 1 seat with term through 2023
  - 1 seat with term through 2024
  - 1 seat with term through 2025
- \* New Business
  - Questions on topics not covered in existing HOA materials (see website)
- \* Announce Director Election Results
- \* Adjourn (no later than 7:00pm)

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

Highlands at Gristmill HOA

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Transition Election Meeting  
Wednesday, April 13, 2022

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 Transition Election  
homeowners' meeting of HIGHLANDS AT GRIST MILL RESIDENTIAL COMMUNITY  
INC; to be held on Wednesday, April 13, 2022 at 6:00 pm at the Hampton Inn Kyle, 151  
Bunton Creek Rd, Kyle, TX 78640; 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 Transition Election Meeting Wednesday, April 13, 2022

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 4/7/2022