

Highlands at Gristmill HOA
205 Paloma Dr
Temple, TX 76502

Colby Property Management
205 Paloma Dr
Temple, TX 76502

NOTICE OF 2025 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, 2/26/2025, that the Annual Meeting of the Association will be held at the time and place specified herein:

Date: Monday, March 24, 2025

Time of Meeting: 6:00 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. **If quorum is not met at this meeting, the next meeting attempt will be held in 2026.**

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, 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 3/18/2025. 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

Annual Meeting
Monday, March 24, 2025
6:00 pm

Agenda

- * Call Meeting to Order / Certify Quorum
- * Approval of Minutes of 2023 Annual Meeting
- * Financial Reports / Report of Officers
 - No questions are taken during reports
- * Director Election (3 seats)
 - 1 seat with term through 2026
 - 2 seats with term through 2027
- * 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 Annual Meeting, the Board of Directors will hold a Called Meeting to elect Officers

Highlands at Gristmill HOA

Annual Meeting
Monday, March 24, 2025

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 Monday, March 24, 2025 at 6:00 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, or give your signed proxy to another resident to present at the meeting.

Highlands at Gristmill HOA

Nomination Application for the Board of Directors Election Annual Meeting Monday, March 24, 2025

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. Deadline to submit is 3/18/2025