

# *Heritage Trails Homeowners Association, Inc.*

NOTICE OF 2024  
ANNUAL MEETING  
Wednesday, September 4, 2024  
6:30 P.M.

August 26, 2024

Dear Heritage Trails Homeowner,

In accordance with Article 2, Section 2.4 of the Bylaws for Heritage Trails Homeowners Association, Inc., you are hereby given notice of, and requested to attend, the **2024 Annual Meeting** of the homeowners. The meeting is scheduled for **Wednesday, September 4, 2024, at 6:30 p.m. via [www.gotomeeting.com](http://www.gotomeeting.com).**

**Heritage Trails Annual Meeting  
Sep 4, 2024, 6:30 P.M. – 8:30 P.M.**

**Please join my meeting from your computer, tablet or smartphone.**

**<https://meet.goto.com/655383293> You can also dial in using your phone. Access Code: 655-383-293 United States: [+1 \(571\) 317-3122](tel:+15713173122). Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>**

A proxy is a written instrument, signed by the member, which duly appoints the member's voting rights and attendance. **Please take a moment to sign and return the enclosed proxy, even if you plan to attend, as unforeseen circumstances can occur. The deadline to return the proxy is Tuesday, September 3, 2024, by 5:00 P.M.** Please email your proxy to [Benjamin@legacysouthwestpm.com](mailto:Benjamin@legacysouthwestpm.com). Your attendance, or proxy, will help fulfill the quorum requirements. The quorum required to hold a meeting is twenty percent (20%) of all lot owners. If the quorum for the annual meeting is not met, the Association will not be able to conduct any Association business, and will incur additional expenses to recall, reschedule and re-notice.

An election will be held for Two (2) positions on the Board of Directors. If you are interested in running, please complete the Candidacy Form and email it to association manager [Benjamin@legacysouthwestpm.com](mailto:Benjamin@legacysouthwestpm.com), by 5:00 P.M. Monday, September 2, 2024.

If you have any questions, please let me know.

Regards,

Benjamin Hardy  
Community Association Manager

Legacy Southwest Property Management, LLC  
8668 John Hickman Pkwy., Ste. 801, Frisco, TX 75034  
Phone: 214-705-1615 Email: [Benjamin@legacysouthwestpm.com](mailto:Benjamin@legacysouthwestpm.com)

# *Heritage Trails Homeowners Association, Inc.*

## AGENDA

### 2024 ANNUAL MEETING

- I. Call Meeting to Order
  - i. Establish Quorum
  - ii. Proof of Notice
  - iii. Introductions
- II. 2023 Financial Recap
- III. 2024 Financials To Date
- IV. 2025 Budget Discussion / Ratification
- V. Board Candidate Introductions
- VI. Election
- VII. Land Dedication
- VIII. Management Company
- IX. Adjournment
- X. Questions & Answers

# Heritage Trails Homeowners Association, Inc.

\*\*\*\*\* Important – Do Not Discard \*\*\*\*\*

## 2024 Annual Meeting

### Proxy

I, the undersigned, being the record Owner of the property identified below, or being the authorized voting representative for the property, hereby revoke any previous proxies and grant to the person, identified below (“my Proxy Holder”) my revocable Proxy as a Member of Heritage Trails Homeowners Association, Inc., (the “Association”), at the Annual Meeting of the Association scheduled for September 4, 2024 or as such meeting may be rescheduled, adjourned, or recessed and reconvened. The undersigned appoints:

- Quorum purposes only
- Board of Director: \_\_\_\_\_ (if no Director is listed, then the proxy will be given to the Board President)
- \_\_\_\_\_ [a member (owner) of the Association]

As the proxy holder of the undersigned, with power of substitution to vote and otherwise represent all of the membership interest of the undersigned at the Annual Meeting of the members of Heritage Trails Homeowners Association, Inc.

### Sign and Date

Proxy is good through November 30, 2024. To be valid the proxy must be signed.

Executed this Date (specify date): \_\_\_\_\_

\_\_\_\_\_  
Your Signature-Owner/Member

\_\_\_\_\_  
Your Printed Name-Owner/Member

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
E-mail Address

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy. Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy. Please email this form to Benjamin@legacysouthwestpm.com.

**The deadline to return the proxy is Wednesday, April 19, 2023, by 5 P.M.**

# *Heritage Trails Homeowners Association, Inc.*

## *Board Member Candidate Questionnaire*

### 2024 ANNUAL MEETING

Please fill out this profile form if you are interested in running for the Board of Directors

\_\_\_\_\_  
Homeowner Name:

\_\_\_\_\_  
Phone Number:

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

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

Please tell us about yourself: (spouse, kids, hobbies / interests, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Please write past experiences / work that qualifies you for a position of the Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_

What would you like to do for the association?

\_\_\_\_\_  
\_\_\_\_\_

Do you have any commitments that will restrict you from serving on the Board of Director? (Travel, Employment, other Meetings): \_\_\_\_\_

By submitting this form and signing below, I acknowledge that if elected I accept those responsibilities as described in the Governing Documents of the Association. I am also aware that information provided on this questionnaire will be published in the Meeting packet.

Signed: \_\_\_\_\_

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

Please email the form to [Benjamin@Legacysouthwestpm.com](mailto:Benjamin@Legacysouthwestpm.com) by Monday, September 2, 2024.