



Notice of Telephonic Special Election Meeting

Monday, December 28, 2020 at 6:30 p.m.

Registration URL: <https://attendee.gotowebinar.com/register/4945129823953911568>

Webinar ID: 845-909-595

Dear Homeowner(s),

December 18, 2020

As the Managing Agent for Uptown Village Townhome Owners Association, Inc., we are pleased to announce that the Telephonic Special Election Meeting to transition has been scheduled for Monday, December 28, 2020 at 6:30 p.m. The purpose of this meeting is to vote to elect two (2) Class A members to the Board of Directors. Enclosed in this packet you will find the Draft Agenda and Ballot. **Due to the COVID-19 pandemic, voting is now Electronic. Electronic votes count for quorum; therefore, a proxy is not needed.**

According to Texas Property Code, § 209.00592. Voting; Quorum. (d) For the purposes of this section, "electronic ballot" means a ballot given by:

(A) E-mail (send to property manager; lori@essexhoa.com)

(B) Casting ballot on an internet (homeowner website www.uptownvillagetownhomes.com). You must be registered on your homeowner website to vote online. Please register if you haven't already done so.

In order for all votes to be counted, you must submit your Electronic Ballot by December, 27, 2020 at 9:00 p.m.

VOTING WILL BE ELECTRONIC, THERE WILL BE NO WRITE-IN CANDIDATES OR FLOOR NOMINATIONS TAKEN. PLEASE SUBMIT YOUR ELECTRONIC VOTE BY DECEMBER 27TH. SEE INSTRUCTIONS ABOVE

We look forward to you joining us on Monday, December 28, 2020 at 6:30 p.m. This information is available on your homeowner website as well.

Please submit any questions via the "Contact Us" tab on the Association's website, www.uptownvillagetownhomes.com

Sincerely,

Essex Association Management, L.P., Managing Agent
On behalf of Uptown Village Townhome Owners Association, Inc.

cc: Association File
Enclosures: Draft Agenda, Ballot

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030
www.uptownvillagetownhomes.com



Telephonic Special Election Meeting

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Draft Agenda

- Establish Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
 - Henry Rahmani, President
 - Cyrus Anvari, Secretary/Treasurer
 - Kim Kohlbeck, Member 1
- Introduction of Essex Association Management, L.P. Representatives
 - Lori Dalrymple, Association Manager & Organizational Training Manager
 - Dwyann Dalrymple, Assistant Director of Operations
- Election Results
 - Announce results of the transitioning homeowner Board of Directors
- Adjournment

**THERE WILL BE NO WRITE IN CANDIDATES OR FLOOR NOMINATIONS DUE TO TELEPHONIC MEETING
PLEASE VOTE ELECTRONICALLY – SEE YOUR NOTICE FOR INSTRUCTIONS**

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BOARD CANDIDATE BALLOT

I/We hereby cast our vote for the following member/homeowner for election to the Board of Directors of Uptown Village Townhome Owners Association, Inc. **Only one vote per household. Ballot must be cast online by or before Sunday, December 27th, at 9:00 p.m.**

Please indicate your vote for two (2) Candidates by marking the box beside their name.

☐ Brian Keith Prazak

☐ Craig Harbour

Full Name: _____

Property Address: _____

Signature: _____ Date: _____

Please sign here

****BALLOT MUST HAVE YOUR FULL NAME, ADDRESS AND SIGNATURE TO BE VALID****

Voting Instructions:

According to Texas Property Code, § 209.00592. Voting; Quorum. (d) For the purposes of this section, "electronic ballot" means a ballot given by:

(A) E-mail

(B) Casting ballot on an internet website

You may vote by:

Email your ballot to your property manager - lori@essexhoa.com

or

Your homeowner website www.uptownvillagetownhomes.com

You must be logged into your homeowner website to be able to cast your electronic ballot. When you log into your homeowner website, you will be prompted to go to the ballot. Once logged in, it will be visible on the landing page. You do not need a proxy when you vote by email or on the homeowner website. Your electronic vote counts for quorum at the meeting.

If you have questions please email dwyann@essexhoa.com or lori@essexhoa.com or leave your question under the "Contact Us" tab on your homeowner website.

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
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Phone: (972) 428-2030 Fax: (469) 342-8205
www.uptownvillagetownhomes.com



BOARD OF DIRECTOR CANDIDACY FORM

Uptown Village Townhome Owners Association, Inc. will be holding a Special Election Meeting to elect 2 more Members to the Board of Directors. Please complete this Candidacy Form if you would like to run for a seat on the Board of Directors, and return to lori@essexhoa.com by or before Thursday, December 17.

Candidate's Name: Craig Harbour

Address: 212 Emma Drive, Lewisville, TX 75057

Email Address: craigharbour@gmail.com Alternate Email Address: N/A

Phone Number: 972 / 977 / 3303 Alternate Phone Number: N/A

Nominee's Signature:  Date: 12 / 14 / 2020

By submitting this form, I accept the responsibilities as described in the Governing Documents. I am aware that a copy of this questionnaire will be published in the Meeting packet to be distributed to homeowners for the Special Election Telephonic Meeting.

Candidacy Statement

Tell us about yourself, your vision, and goals for Uptown Village Townhome Owners Association, Inc.

Why would you like to serve on the Board of Directors? I truly care about this community and more importantly desire nothing more than protecting our home values at the absolute lowest cost to us, the homeowners. I feel with some hard work and dedication the Board will be able to reduce costs within the HOA throughout the year and save money to have a positive account for emergencies, deductibles and necessary repairs that will arise over the coming years, and in turn we will be able to avoid additional assessments that would be a burden to all of us.

Please list previous experience including any board experience: I currently serve on the National MS Society Lead Volunteer Committee and have for the past ten years. I have worked and ran estimating departments in the construction industry for over 23 years. I have a strong ability to analyze quotes and proposals from subcontractors as well as contract review for correctness of scope of work and pricing.

Issues regarding your community you feel should be addressed in the coming year: Budgets and repair schedules. Budgets and Schedules for routine common maintenance must be set and followed as the first phase of our community is nearing 6 years old and is beginning to show some age. We must prepare for these future expenditures now and find ways to save on our current monthly maintenance to pay for these without raising our dues any further and possibly a future reduction.

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle Yes / ☒ No

THERE WILL BE NO FLOOR NOMINATIONS OR WRITE-IN'S FOR THIS TELEPHONIC ELECTION.

YOU MUST RETURN THIS FORM BY THURSDAY, DECEMBER 17, 2020

Please email to lori@essexhoa.com

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Candidate's Name: Keith Prazak

Address: 216 Emma Drive

Email Address: keith.prazak@gmail.com

Alternate Email Address: _____

Phone Number: 214 / 728 / 0069

Alternate Phone Number: _____

Nominee's Signature: *Keith Prazak*

Date: 12 / 14 / 2020

By submitting this form, I accept the responsibilities as described in the Governing Documents. I am aware that a copy of this questionnaire will be published in the Meeting packet to be distributed to homeowners for the Special Election Telephonic Meeting.

Candidacy Statement

Tell us about yourself, your vision, and goals for Uptown Village Townhome Owners Association, Inc.

Why would you like to serve on the Board of Directors? _____

I am passionate about our community and believe Uptown Village to be a desirable "Lifestyle Destination" in Old Town Lewisville and I want to work to preserve & improve our community. I have spent the last 14 months working closely with our current resident board member to keep cost down by completing small property upkeep projects that helps to reserve our limited funding for significant issues and/areas or repair.

Please list previous experience including any board experience: _____

I have never served on an HOA board, however, my work experience over the last 25 years in project management, process/cost saving analysis, team building, collaboration, training, and contract negotiations would serve me well in this role and in support of our community.

Issues regarding your community you feel should be addressed in the coming year: _____

My top areas of concern are: (1) Maximize spending with quality supplier contracts to ensure we are receiving the best service possible. (2) Work to build participation from the community as it will take all of us for our community to be a success. (3) Grow our reserve account to minimize the possibility of any annual assessments and/or rate increases on dues. (4) Work to have cameras installed along Emma Drive to control/enforce the pet policy violations regarding picking-up after pets. (5) Solicit ideas and work to solve parking concerns since our garages are small and most standard size SUV's/Trucks won't fit in the garage.

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle Yes / No

THERE WILL BE NO FLOOR NOMINATIONS OR WRITE-IN'S FOR THIS TELEPHONIC ELECTION.

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