

# Prosperity Heights Homeowners Association Agenda

**Meeting Name:** 2022 Annual Meeting

**Date:** July 14th, 2022

**Time:** 7:00pm

**Location:** Camelot School Cafeteria

- I. Determination of Quorum - 7:00 - 7:05 P.M.**
  - a. Attendees complete attendance form
  - b. Board counts proxies
- II. Voting Preview - 7:05 - 7:10 P.M.**
  - a. Review the requirements to vote
- III. Administrative Matters - 7:10 - 7:15 P.M.**
  - a. Approval of 2021 Annual Meeting minutes
  - b. Resolutions passed via email
- IV. Welcome and Opening Remarks - 7:15 - 7:30 P.M.**
  - a. Preview agenda
  - b. Introduction of Board and Committee members
  - c. Year in review
- V. Reports - 7:30 - 7:45 P.M.**
  - a. Financial management
  - b. Architectural
- VI. Presentation of Website Enhancements - 7:45 - 8:15 P.M.**
- VII. Presentation of Possible Updates to Governing Documents - 8:15 - 8:30 P.M.**
  - a. Common area and individual lot signs
  - b. Meeting recordings
- VIII. Open Forum - 8:30 - 8:45 P.M.**
- IX. Voting for Board of Directors - 8:45 - 9:00 P.M.**
  - a. Explanation of voting process
  - b. Clarification of current number of board members
  - c. Nominations for Board members from the floor
  - d. Close nominations
  - e. Brief presentation by each nominee
  - f. Determine owners eligible to vote
- X. Voting**
  - a. Voting
  - b. Count votes
  - c. Announce new board
- XI. Closing and Adjourn**

*All times listed on the agenda are approximate.*

## **Attachments**

- a. ACC Decisions
- b. HOA Election Information
- c. HOA Proxy Form



# ELECTION INFORMATION

At the annual meeting, owners will elect new Board members. The voting will take place in person at the annual meeting via paper ballot. After all votes are submitted and counted, winners of the election will be announced and the meeting will be adjourned.

To prepare for voting at the annual meeting, below are some frequently asked questions.

- Who Can Vote in the Election?** All owners are entitled to vote in the election. One vote per lot in the neighborhood. **However, to vote, the owner must be “present in person or represented by proxy” at the annual meeting.** This means that an owner must be in person at the meeting at the time nominations for the Board positions are being received and when the nominations process closes. At that time, a call of the roll will be made to determine all owners who are present, and those owners will be able to vote.
- Nominations, Who Are The Candidates?** Any owner can nominate himself or herself to be a candidate. You can submit nominations in advance (which is preferred) by sending an email to [board@prosperityheights.org](mailto:board@prosperityheights.org) or you can nominate yourself during the annual meeting.
- How Will I Receive My Ballot?** At the annual meeting, the names of all nominated and eligible candidates will be presented. Each eligible voting owner will be able to complete a ballot with the names of the candidate(s) they choose to vote for. Ballots will be provided at the annual meeting.
- What About Co-Owners?** Under the HOA documents, each Lot is entitled to one vote. If the property is jointly owned, the co-owners must decide who to vote for and cast one vote. Each ballot can only be cast one time.
- Co-Owners Of My Lot Will Attend the Annual Meeting, Who Will Receive The Ballot?** The ballot will be provided to one of the owners and it will be the owners responsibility to discuss their vote with any co-owners.
- How Long Will I Have To Cast My Vote?** Voting will remain open for a short time the evening of the Annual Meeting. The exact time will be disclosed when you receive the ballot.
- When Will The Results Be Announced?** The results will be announced once all votes are counted prior to the end of the annual meeting.
- What If I Have Questions?** Please reach out to the Board with any questions ([board@prosperityheights.org](mailto:board@prosperityheights.org)).
- Attendance By Proxy, Voting By Proxy.** Under the HOA documents, owners are permitted to attend the Annual Meeting by proxy and can also vote by proxy. To do so, fill out the proxy form and submit it to the Board at [board@prosperityheights.org](mailto:board@prosperityheights.org). The proxy must be received by the Board before the Annual Meeting begins. It can be submitted by email or delivery to a Board member, or you can take a photo of the signed proxy form and submit it via email.

**PROSPERITY HEIGHTS HOME OWNERS' ASSOCIATION  
DESIGNATION OF PROXY**

I, \_\_\_\_\_, am the owner or co-owner of the property referenced below.

By my signature below, I hereby appoint the person designated below to serve as my proxy for the 2022 Annual Meeting of the Owners/Members of Prosperity Heights Home Owners Association, Inc., including any adjournments of the Annual Meeting.

This proxy is effective as to quorum and all questions and matters on which I would be entitled to vote if personally present at the 2022 Annual Meeting. This proxy is revocable at any time for any reason with written notice to the Board.

I hereby ratify and confirm all acts that my proxy shall lawfully perform by virtue of this designation. By signing this document, I certify that I am the authorized person to sign this proxy on behalf of all individual owners, corporate owners or partnership owners for the above named property.

An electronic signature shall be deemed as a valid signature as if an original.

To be valid, this proxy must be signed by a witness, and the witness must provide his/her address, on the form below.

Person Designated as Proxy: \_\_\_\_\_

Email for Designated Proxy: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

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

Name of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

**TO BE EFFECTIVE, THIS FORM MUST BE SIGNED BY THE OWNER AND A WITNESS AND ALL FIELDS ON THIS FORM MUST BE FILLED OUT. THE FORM MUST BE RETURNED TO AND RECEIVED BY THE BOARD OF DIRECTORS ON OR BEFORE THE DATE AND TIME ANNOUNCED FOR THE ANNUAL MEETING. THE FORM MAY BE RETURNED BY EMAIL ADDRESSED TO [board@prosperityheights.org](mailto:board@prosperityheights.org).**