

# Sun Meadow Homeowners Association

11063-D South Memorial Drive Box #317

Tulsa, OK 74133

January 6, 2017

Dear Homeowner:

Hello and Happy New Year from the Sun Meadow Homeowners Association Board. We would like to welcome all of our new residents and ask that you join us for our Annual HOA Meeting and Board of Directors Elections.

Maintenance fees/Membership dues of \$75 are due at this time.

We have enclosed a self-addressed envelope in which to place your payment, or if you plan to attend the Annual Meeting and Election of Officers, you may pay at that time. Please make your check out to 'Sun Meadow Homeowners Association' and write '2017 Fees' on the notes line.

If you are new to our neighborhood, please enclose a note stating this (with your address and phone number) so we can update the directory. If you are renting/leasing the home, please give this letter to the owner for their action.

Remember: *Your Maintenance Fee is a small investment for a large benefit.* Any additional monies you wish to include above and beyond the HOA maintenance fee will make you a Booster Club Member. Booster Club Members will receive special recognition for their extra contribution. (Please let us know if you wish to be anonymous.)

We live in a great Neighborhood and with your help we can keep it looking great!

The 2017 Annual Meeting and Elections of the Sun Meadow Homeowners' Association has been scheduled as follows:

**Tuesday, January 24 7PM**  
**Place: Redeemer Covenant Church**  
**5154 East 101<sup>st</sup> St, Tulsa, OK 74137**

The meeting will commence promptly at **7:00 pm** and will end when all business has been completed or the meeting is adjourned. **YOU MUST CHECK IN BEFORE THE MEETING BEGINS. CHECK-IN BEGINS AT 6:45 p.m.**

Enclosed in this mailing is your **VOTING PACKAGE**. It contains the following:

- 1. NOTICE OF ANNUAL MEETING**
- 2. AGENDA FOR ANNUAL MEETING**
- 3. PROXY**
- 4. BALLOT**
- 5. CANDIDATE BIOGRAPHICAL STATEMENTS: Find On-line at <http://sun-meadow.org>**

If any of the above items are not included in your package, please check the Sun Meadow website at <http://sun-meadow.org> or <https://sunmeadowok.nextdoor.com/neighborhood/> website or contact Nancy Rausch at 918-557-6499 immediately.

Sincerely,

Nancy Rausch  
President  
Enclosures

# NOTICE OF ANNUAL MEETING

Dear Homeowner:

This letter is to inform you that the annual meeting of the Sun Meadow Homeowners' Association will take place **on Tuesday, January 24, 2017 at 7:00 pm at the Redeemer Covenant Church 5415 East 101st Street, Tulsa, OK 74137** for the purpose of:

## **Election of two (2) Directors and one (1) Member At Large to serve on the Board of Directors**

The office of President and Secretary will hold office commencing February 2017 through September 2018, as provided in the By-laws. The Member At Large serves for one (1) term.  
*This Election will bring us back into compliance with the By-Laws of Sun Meadow HOA.*

**RECORD DATE:** January 24, 2017 is the Record Date. Homeowners who take title after this date will not be entitled to vote at this meeting.

**Only "Members In Good Standing" may cast a vote.** A "Member in Good Standing" is defined in Article III, Each person who is a record owner and resides in-any living unit which is subject by covenants of records shall be eligible for membership and becomes a member in good standing upon payment of the annual dues. Each member of the Association in good standing shall be entitled to cast one (1) vote in any regular or special meeting. A suspended member shall be one who shall be in default in payment of any annual dues levied by the Association. A suspended member may neither exercise any voting rights nor may use any facilities owned, leased or operated by the Association until such time as dues have been properly paid. Each Member shall be entitled to the assigned vote for each Unit to which he/she holds title with respect to all decisions to be voted upon by the Association membership.

Members desiring to serve as a Director will be given the opportunity to speak at the meeting and copies of all candidate biographical statements will be available to the Members for review. Any owner wishing to be elected to the Board of Directors must be present in person at the meeting.

**If you cannot attend the meeting, please assign your vote to the President of the Association or to a Member of your choice. The proxy holder must also be a Member In Good Standing (Association fee of \$75.00 paid in full), and the proxy holder must attend the meeting in order to vote on your behalf. Proxies must be returned to Sun Meadow Homeowners Association, 11063-D South Memorial Dr. Box #317, Tulsa, OK 74133 at least one (1) business day prior to the Annual Meeting (no later than Monday, January 23, 2017 by 5:00 p.m.) in order to be honored. IF YOU DO NOT SUBMIT A TIMELY PROXY, YOUR VOTE WILL NOT BE COUNTED UNLESS YOU APPEAR IN PERSON AT THE MEETING.**

In order to obtain a quorum, we request that you sign and return your proxy even if you do not plan to attend the meeting or vote.

Sincerely,

*Sun Meadow Homeowners Association*

# **ANNUAL MEETING & ELECTIONS**

## SUN MEADOW HOMEOWNERS' ASSOCIATION

**January 24, 2017**

### **AGENDA**

The agenda which will be followed at the Annual Meeting will be as follows:

1. Call to order by President of the Board of Directors
2. Presentation of proof that the meeting was duly called by the Board of Directors and that Members were notified of the date, time and place of the Annual Meeting
3. Reading of resolution appointing Inspectors of Election
4. Roll call of Members present, and presentation and examination of proxies by the Inspectors of Election
5. Report of the Board
6. Election of two Directors, President and Secretary and one Member At Large
7. Unfinished business
8. New business
9. Adjournment

**SUN MEADOW HOMEOWNER'S ASSOCIATION, INC.**  
**Official Proxy Form for Annual Meeting and**  
**Election of Directors**

**INSTRUCTIONS**

Your proxy **MUST** be signed and dated to be a valid proxy. The person you select **MUST** be present with proper ID at the Annual Meeting on Tuesday, January 24, 2017 for this proxy to be honored. Upon completion, this proxy shall be delivered to Sun Meadow Homeowners Association, 11063-D South Memorial Drive Box #317, Tulsa, OK 74133. **It must be received by 5:00 pm on or before Monday, January 23, 2017 to be honored.**

Except as specified at Article VI, §5 of the By-Laws, each member may vote in person or by proxy. All proxies shall be executed in writing by the member or by his duly authorized attorney-in-fact and shall be filed with the Secretary prior to the commencement of a meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his lot. This proxy shall be void if either you or the designated proxy is not a Member in Good Standing, as defined in the By-laws, at the time when the proxy is to be exercised.

**PROXY**

KNOW ALL BY THESE PRESENT THAT I / (We), the undersigned, owner(s) of \_\_\_\_\_

\_\_\_\_\_  
(Address) at the premises know as the Sun Meadow Homeowners' Association ("the Association"), Tulsa, Oklahoma, do hereby constitute and appoint:

\_\_\_\_\_  
Name of Owner Designated  
to Serve as Proxy

\_\_\_\_\_  
Address

As my (our) duly authorized agent to act as proxy to attend meetings of the Owners of the Association on my (our) behalf, or any continuation or adjournment thereof, and to exercise the full power to vote and act for me and in my name, place, and stead, provided that this proxy shall be used for the following specific purpose:

TO VOTE IN THE ELECTION OF DIRECTORS FOR THE ANNUAL MEETING OF THE ASSOCIATION, AND TO VOTE ON ANY OTHER QUESTION THAT MAY VALIDLY COME BEFORE THE MEMBERSHIP AT THE SAID MEETING.

The person so appointed as proxy shall, by the authority granted herein, serve in the same manner, to the same extent and with the same effect that I might were I personally present thereat and to the full extent allowed in the Association's governing documents, giving to the proxy designated above full power of substitution and revocation, and I hereby revoke any other proxy heretofore given by me.

If no agent is authorized, the President of the Board of Directors is hereby authorized to act as my proxy.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

# **OFFICIAL BALLOT**

Sun Meadow Homeowners' Association Board Member Election  
2016 - 2018  
Annual Meeting and Election, January 24, 2017

## **INSTRUCTIONS**

1. Please read this ballot carefully before marking.
2. Write in and checkmark the name(s) of the candidate(s) of your choice. You may vote for LESS than three (3) candidates, but your vote will be VOID if you vote for MORE than three (3) candidates. Find the candidates and their bio's on our WEB at <http://sun-meadow.org>

NOTE: You may only vote for OFFICIALLY NOMINATED CANDIDATES.

3. You Must Sign Your Name(s) and enter your Unit address to cast a valid vote.

<b>NOMINEES*</b>	<b>INDICATE VOTE BY CHECK MARK</b>
<b>President</b> 1 _____	_____
<b>Secretary</b> 1 _____	_____
<b>Member At Large</b> 1 _____	_____

Owner(s) Signature: \_\_\_\_\_

Print Name(s): \_\_\_\_\_

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

**YOU MUST SIGN THIS BALLOT FOR YOUR VOTE TO BE COUNTED**