

Sun Meadow Homeowners Association

6528 E 101st St
Ste D1 Box 266
Tulsa, OK 74133

Notice of 2018 Annual Meeting and Elections

January 10, 2018

Dear Member:

The 2018 Annual Meeting and Elections of the Sun Meadow Homeowners' Association has been scheduled as follows:

Date: Thursday, February 15, 2018

Time: 7:00 PM

Location: Redeemer Covenant Church 5415 East 101st Street, Tulsa, OK 74137

AGENDA FOR 2018 ANNUAL MEETING

1. Call to order by Vice-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. Roll Call of Members present and Verification of a Quorum
4. Report of the Board
5. Election of Officers
6. Guest Speakers
7. Unfinished business
8. New business
9. Adjournment

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 6:40 PM.**

Enclosed in this mailing is:

- 1. NOTICE OF AND AGENDA FOR ANNUAL MEETING**
- 2. PURPOSE OF MEETING AND BY-LAWS**
- 3. BALLOT**
- 4. OFFICER CANDIDATE BIOGRAPHICAL STATEMENTS**

If any of the above items are not included in your package, please check the Sun Meadow website at <http://sun-meadow.org/> or contact Board Vice-President Monte Stewart at 918-986-5000 immediately.

Sincerely,

Suzanne Watt

Board Secretary
Enclosures

In order to be a member in good standing and vote or hold office, you must pay the 2018 Association fee of \$75.00 in full on or before February 15, 2018.

Association fees may be mailed using the enclosed envelope to the HOA post office box or remitted in person upon check-in at the meeting. Posted fees must be received by 5:00 PM on Wednesday, February 14th. If you cannot mail your check in time to be received or prefer to pay in person, please bring it with you the night of the meeting.

PURPOSE OF 2018 ANNUAL SUN MEADOW HOA MEETING & BY-LAWS

Dear Homeowner:

This letter is to inform you that the 2018 annual meeting of the Sun Meadow Homeowners' Association will take place on **Thursday, February 15, 2018 at 7:00 pm at the Redeemer Covenant Church 5415 East 101st Street, Tulsa, OK 74137** for the purpose of:

Election of Officers to serve on the Board of Directors. The elected offices of President, Vice-President, Secretary, and Treasurer will hold office commencing February 16, 2018 through the date of the 2019 annual meeting, as provided in the 2002 By-laws/2008 Amendments. Member-at-Large is not an elected position, but will also serve the same term period.

RECORD DATE: February 14, 2018 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 IV, Sections 1 through 4 of the By-laws:

Section 1: Every person who is a record owner of any lot within the Sun Meadow Additions shall be eligible for membership in the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation.

Section 2: A person described in Section 1 of this Article shall become a member of the Association in good standing upon payment of annual fees [as of 2017-2018 this amount is \$75]. Voting by the members at any meeting or for any other purpose shall be on the basis of one vote for each lot. The vote for each lot in which more than one member of the Association resides shall be exercised as such members among themselves determined. Only one vote per lot shall be cast and counted.

Section 3: A suspended member shall be one who shall be in default in payment on any annual fees 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.

Section 4: Each member in good standing shall be issued copies of the Association Newsletter and By-Laws and shall be entitled to exercise all other privileges of membership

The business of this meeting is in large part to elect new officers. The role of officers and the election process are both laid out in Article V Sections 1-8 of the By-laws:

Section 1: The control of the business and the affairs of the Association shall be vested in the Board of Directors.

Section 2: A Director's term of office shall be for one (1) year. Director shall not be bound by term limits.

Section 3: Any vacancy occurring in the Board of Directors may be by the affirmative vote of a majority of the remaining directors. A Director elected to a vacancy shall be elected for the unexpired portion of the term of the predecessor in office.

Section 4: A majority of the Directors shall constitute a quorum at any regular meeting or special meeting of the Board of Directors. The acts of the majority of the Directors present at a meeting at which a quorum is present shall constitute and be the acts of the Board of Directors.

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Section 5: The President, or any three (3) members of the Board of Directors, shall be able to call for a special meeting of the Board of Directors.

Section 6: The officers of the Association shall be the President, Vice President, Secretary, Treasurer and a Member-at-Large, who shall be the outgoing President. If the outgoing President is unable or unwilling to serve as the Member-at-Large, the remaining officers of the Association shall make an appointment to each position. The Officers shall also constitute the Board of Directors.

Section 7: The Officers shall be elected by the Members at the Annual Meeting and shall serve until the next Annual Meeting or until the election or appointment of their successors. All Officers shall be members of the Association.

Section 8: Nominations for Officers/Board of Directors shall be by the Nominating Committee, in accordance with Article VII, Section 1 of these By-Laws. Such nominations shall be circulated to the members in good standing no later than fifteen (15) days preceding the Annual Meeting. Nominations may also come from the floor at the Annual Meeting.

Members names submitted for office in a timely manner will be given the opportunity to speak at the meeting and copies of all candidate biographical statements received by the January 4 deadline are available as part of this packet to the Members for review.

The timeline, conduct and requirements for a meeting of the members is laid out in Article VI Sections 1-3:
Section 1: Meetings of the members shall be at a time and place as set by the Board of Directors. Notice of meetings shall be given to members not less than fifteen (15) days prior to the meeting. Such notice may be given by including an announcement in the most recent newsletter of the Association, provided such newsletter is distributed not less than fifteen (15) days prior to the meeting, by a sign at each entrance to Sun Meadow, or by notice delivered to each lot. Meetings shall be governed by Robert's Rules of Order.

Section 2: Fifteen (15) members who are entitled to vote shall constitute a quorum for the transaction of business at any meeting of such members and, except as otherwise provided by law or by these By-Laws, the act of a majority of the members present at any meeting at which a quorum is present shall be the act of the members. In the absence of a quorum or when a quorum is present, a meeting may be adjourned by vote of a majority of the members present.

Section 3: Fees shall be as set by the members. Such fees will be valid only for the calendar year in which they are paid or intended. Only members whose fees are paid on a current basis shall be entitled to vote. Those members whose fees are not current, but wish to vote, may vote by making their fees current with the Association.

In order to be a member in good standing and vote or hold office, you must pay the 2018 Association fee of \$75.00 in full on or before February 15, 2018. Association fees may be mailed using the enclosed envelope to the HOA post office box or remitted in person upon check-in at the meeting. Posted fees must be received by 5:00 PM on Monday, February 14th. If you cannot mail your check in time to be received or prefer to pay in person, please bring it with you the night of the meeting.

Sincerely,

Sun Meadow Homeowners Association Board of Directors

OFFICIAL BALLOT

Sun Meadows Homeowners Association Annual Meeting and Election

February 15, 2018

INSTRUCTIONS

1. Please read this ballot carefully before marking. Candidate Bio's are on the back side of this page.
2. Checkmark the name(s) of the candidate(s) of your choice. You may vote for LESS than four (4) candidates, but your vote will be VOID if you vote for MORE than four (4) candidates.

NOTE: You may only vote for OFFICIALLY NOMINATED CANDIDATES (submitted in advance and printed on this form or nominated from the floor of the meeting and accepted).

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

NOMINEES

**INDICATE VOTE
BY CHECK MARK**

President

1 Monte Stewart
2

Vice-President

1 Nathan Sweaney
2

Secretary

1 Suzanne Watt
2

Treasurer

1 Steve Jaynes
2

Owner(s) Signature: _____

Print Name(s): _____

Address: _____

YOU MUST SIGN THIS BALLOT FOR YOUR VOTE TO BE COUNTED

Sun Meadow HOA Officer Candidate Bio's

Official Ballot can be found on the other side of this page.

President

Monte Stewart

My family and I have lived in the Sun Meadow addition for over 13 years. I graduated from Jenks High School in 1984. I have worked in the commercial real estate industry for over 28 years and have managed several million square feet of property with hundreds of tenants in the Tulsa area. I am very familiar with working with vendors and improvement projects of all sizes as well as many other facets of the real estate market. I have past experience managing homeowners associations for the real estate company where I was employed. I was also the past president of the board of trustees for John Knox Presbyterian Church. I am hoping that my experience will be of benefit to the homeowners.

My goal as president would be to continue the good work that has been done to keep Sun Meadow looking the best that it can and create a community atmosphere where our homeowners enjoy living. Increasing the community bond will help homeowners be more willing to participate in the homeowners association either financially or physically, which in turn will benefit all of the Sun Meadow homeowners. This year the homeowners association had a small surplus and if we can continue to have a surplus and increase participation we could look at some long range plans to make the Sun Meadow entrances even better than they are now and have more activities to bring the community closer together.

I look forward to working with everyone.

Vice-President

Nathan Sweaney:

Nathan & Sarah have lived in Sun Meadow since 2013 with their 4 young children. They met at Oklahoma Baptist University & married before moving to Tulsa in 2005. Nathan is an information security consultant and works with large companies to discover their security flaws before the bad guys do. Most days he works from home and travels to meet clients when necessary. Nathan has served in a number of board roles for nonprofit organizations and is currently the Treasurer for the Oklahoma chapter of a local security association and a large annual security conference.

Secretary

Suzanne Watt:

Suzanne has been a resident of Sun Meadow since July 2013. She is a native of New Orleans with a BA in Theology and a MA in Christian Education. Suzanne has been employed by Christ the Redeemer Lutheran Church in Tulsa for 10.5 years as Director of Christian Education and is completely a 3 year term this spring as the Youth Executive for the Oklahoma District of the Lutheran Church. She helped with the Sun Meadow newsletter before being elected to office in 2016-2017 out of a desire to help ensure the community is informed and knowledgeable about events going on. Suzanne is currently serving as the Secretary for Sun Meadow HOA. Suzanne and her husband, Joseph, have two dogs and two cats and enjoy spending time in the backyard, sitting by the chimenea, and cooking.

Treasurer

Steve Jaynes:

My name is Steve Jaynes and I have lived in Sun Meadow since 1988. I am a past President of the SMHOA and been a member of SMHOA since 1988. I am currently retired, and I volunteer with The Tulsa Master Gardeners. I ran a small retail business in Tulsa for almost 40 years. I enjoy working with the SMHOA and would appreciate your vote in the upcoming elections. This is your money and I appreciate your trust.