

# Scenic Hills Community Association, Inc.

February 20, 2018

Dear Homeowners:

As required by the governing documents Scenic Hills Community Association, Inc., an Annual Meeting of the members will be held on March 20, 2018 at 4:00 PM, at the Scenic Hills Community Association Lodge Ballroom, 4820 Scenic Drive, Schertz, TX 78108.

The meeting will be held for the following purposes:

1. To elect 3 (Three) new Board Member(s).
2. To transact any other properly presented business.

Please find the following enclosed:

1. Agenda for the annual meeting.
2. A proxy/absentee ballot in the event you are unable to attend.
3. Each residence will receive 2 (two) proxy/absentee ballots, please fill out and return BOTH forms.

In the event you are unable to attend the meeting, **please complete 1 (ONE) of the voting** options on the enclosed proxy/absentee ballot **no later than 4:00 PM, March 19, 2018**. Return your proxy/absentee ballot one of the following ways:

1. Place in the Ballot Box at the lodge office;
2. Mail to Spectrum Association Management by using the return envelope and apply postage;
3. Fax to (210) 494-0887; or
4. Email to [contact@spectrumAM.com](mailto:contact@spectrumAM.com).

If you plan to attend the meeting, please arrive 30 (thirty) minutes early to sign in and receive your materials. The meeting will promptly begin at 4:00 PM. We look forward to seeing you at the meeting. If you have any questions, please contact Spectrum Association Management at (210) 494-0659.

Regards,

Mackenzie Werth  
Community Manager  
Spectrum Association Management

Scenic Hills Community Association, Inc.

**2018 Annual Meeting Agenda**

March 20, 2018

1. Call to Order – 4:00 PM
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes for 2017 Annual Meeting
5. President’s Report
6. Election of Board Member(s)
7. Committee Reports
8. New Business
9. Question & Answer from the Floor
10. Comments from the members of the Board
11. Adjournment

Immediately following the Annual Meeting, a Board Meeting will be held for the Board Members to appoint officers.

**Board Meeting Agenda**

March 20, 2018

1. Call to Order
2. Appoint officers
3. Adjournment

We look forward to seeing you.

Regards,

Mackenzie Werth  
Community Manager  
Spectrum Association Management

# Scenic Hills Community Association, Inc.

You may cast a vote for the Scenic Hills Community Association, Inc. Board election via **ONE** of the options below, **OR** you may cast your ballot in person at the Annual Meeting on March 20, 2018 at 4:00 PM.

**KNOW ALL MEN BY THESE PRESENT**, the undersigned Homeowner in Scenic Hills Community Association, Inc. does hereby constitute, authorize, and appoint: **(please check one of the options below)**

## ABSENTEE BALLOT

**Option #1** -- By casting your vote via absentee ballot, you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals, your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend the meeting in person. You may submit an absentee ballot and later choose to attend the meeting in person, in which case any in-person vote will prevail.

**Please vote for 3 (THREE) new Board Members by selecting the boxes below:**

<input type="checkbox"/> Norman Shaheen	<input type="checkbox"/> Write In _____
<input type="checkbox"/> Ken Gendolfe	<input type="checkbox"/> Write In _____
<input type="checkbox"/> Bill Meyer	<input type="checkbox"/> Write In _____
<input type="checkbox"/> William "Willie" Sabol	<input type="checkbox"/> Write In _____

**DELIVERY AND DEADLINE INSTRUCTIONS FOR ABSENTEE BALLOT:** The completed Absentee Ballot may be delivered by one of the following ways: **Place in ballot box at the Lodge Office**, via fax to (210) 494-0887, via email to contact@spectrumam.com, or via mail or hand delivery to 17319 San Pedro Ave., Ste. 318, San Antonio, TX 78232.

**All Proxy Ballots must be received by the Association no later than 4:00 PM on March 19, 2018.** Unless terminated sooner, this voting instrument shall terminate automatically upon the final adjournment of the Annual meeting for which it is given.

\_\_\_\_\_  
Owner's Name (Printed) Signature of Owner

\_\_\_\_\_  
Owner's Property Address Date

## PROXY BALLOT

**Option #2** – I authorize \_\_\_\_\_ (name) (Someone who will attend the meeting on your behalf) to attend and represent me with the full power to vote and act for me in the same manner, to the extent and with the same effect as if I were personally present.

**Option #3** – This proxy is to be used for quorum purposes only. This option is for residents **NOT** voting.

**DELIVERY AND DEADLINE INSTRUCTIONS FOR PROXY BALLOT:** The completed Proxy Ballot may be delivered by one of the following ways: **Place in ballot box at the Lodge Office**, via fax to (210) 494-0887, via email to contact@spectrumam.com, or via mail or hand delivery to 17319 San Pedro Ave., Ste. 318, San Antonio, TX 78232.

**All Proxy Ballots must be received by the Association no later than 4:00 PM on March 19, 2018.** Unless terminated sooner, this voting instrument shall terminate automatically upon the final adjournment of the Annual meeting for which it is given.

\_\_\_\_\_  
Owner's Name (Printed) Signature of Owner

\_\_\_\_\_  
Owner's Property Address Date