

OAKWOOD GLEN ASSOCIATION
NOTICE OF ANNUAL MEETING OF MEMBERS
TO BE HELD ON OCTOBER 17th, 2020

It is our pleasure to give you notice of and invite you to attend the annual meeting of the members of Oakwood Glen Association (the "Association"), which will be held on October 17 2020, at Back Park Clubhouse, located at 17902 Hawk Haven, Spring, Texas 77379 (the "Membership Meeting"). The Membership Meeting is scheduled to begin at 2:00 p.m. In the event an initial quorum is not represented at 2:00PM., the meeting will be adjourned and reconvened at 2:15pm.; In the event that the required quorum is not represented at the first reconvened meeting, the meeting will be adjourned and reconvened at 2:20PM. In the event that the required quorum is not represented at the second reconvened meeting, the meeting will be adjourned at 2:25PM and reconvened at 2:40PM. **MEETING WILL BE HELD OUTDOORS IN ORDER TO ACCOMMODATE SOCIAL DISTANCING GUIDELINES.**

The following matters will be considered and voted on at the Membership Meeting:

- (1) Approval of Minutes - Minutes from the October 19, 2019 annual membership meeting will be presented for approval at the Membership Meeting.
- (2) Election - An election to fill three (3) positions on the Board of Directors will be conducted at the Membership Meeting.

The Board of Directors has enclosed a proxy form with this notice in the event you are unable to attend the Membership Meeting and would like to designate an individual to attend the meeting in your place and vote on your behalf. If you choose to use the proxy form enclosed with this notice, a blank line is provided in the proxy form where you may designate the proxy-holder of your choice. **To be effective, the proxy form must be signed and dated, and presented at the Membership Meeting prior to such meeting being called to order.**

The Board of Directors has also enclosed an absentee ballot with this notice in the event you are unable to attend the Membership Meeting, but would still like to cast a ballot on the matters to be voted on at the Membership Meeting. Please be advised, if you cast your vote via absentee ballot instead of attending the Membership Meeting, you will forgo the opportunity to consider and vote on any action from the floor concerning the matters to be voted on at the Membership Meeting. This means that if there are individuals nominated for election or amendments made to any pending ballot item(s) from the floor, you will not be able to vote for such nominees and/or your ballot will not be counted on the final vote on any such amended ballot item(s). **To be effective, the absentee ballot must be signed and dated, and returned to the Association at the address provided below by 4:00PM on the last business day immediately preceding the date of the Membership Meeting.**

The absentee ballot can also be hand delivered by 2:00PM on October 17, 2020 to be effective.

Please return the executed absentee ballot to the Association in advance of the Membership Meeting at the following mailing or email address or facsimile number:

Oakwood Glen Association
c/o Sterling Association Services, Inc.
6842 North Sam Houston Parkway West Houston, TX 77064
[Email: gina@sterlingasi.com](mailto:gina@sterlingasi.com)
Facsimile Number: (832) 678-4510

We look forward to your presence and participation at the meeting of the Association's Membership and thank you for your continuing interest in the Association.

Sincerely,
The Board of Directors
Oakwood Glen Association
17902 Hawk Haven
Spring, Texas 77379