

**WEST MEMORIAL CIVIC ASSOCIATION
2022 ANNUAL MEETING OF MEMBERS**

DATE: Tuesday – May 24, 2022
TIME: 7:00 P.M. – 8:30 P.M.
PLACE: Community Clubhouse
22415 Kingsland Drive

Pursuant to the By Laws of the West Memorial Civic Association, the Annual Meeting of Members will be held each year. This will serve as formal notice of said meeting scheduled to follow the Agenda below:

- I. Call to order/confirmation of quorum
- II. Introductions
- III. Election of Directors – Four Positions Elected for Two Year Terms
- IV. Financial Report
- V. State of the Association – Open Forum
- VI. Adjourn

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If you are unable to attend the meeting, you may grant your proxy to a neighbor to count for a quorum or submit the enclosed absentee ballot. Please note that the Association documents stipulate a quorum to be 10% of the total membership in person or by proxy/directive ballot. If at least 10% of the total membership are not present in person or by proxy/directive ballot, the meeting may not be held and on record. Please forward the below proxy to: West Memorial Civic Association P.O. Box 940267, Houston Texas 77094 or fax to 281-391-7913 or give to a neighbor attending. If you wish to place your name on the ballot for the election of directors, please complete a Board Candidate Questionnaire (found on website at www.westmemorial.org) or by contacting management and submit to Sherri Carey at scarey@highsierramanagement.com prior to the meeting date so that your information can be included on the website for membership review. You also have the option of completing an online Proxy or Absentee Ballot by logging on to www.highsierramanagement.com and selecting “Resident Services” to locate your community proxy and ballot. The floor will also be opened for additional nominations at the meeting.
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**West Memorial Civic Association
2022 Annual Meeting of Members
PROXY**

I/We _____ residing at _____
hereby assign this proxy for the meeting that is taking place for the 2022 Annual Meeting of Members for the West Memorial Civic Association to *(if left blank, to be used for Quorum only)* _____, scheduled for May 24, 2022, in the event there is no quorum established at said meeting, my proxy will stand for any continuance meeting.

Signature _____ Date _____

WEST MEMORIAL CIVIC ASSOCIATION, INC.
2022 ANNUAL MEETING OF MEMBERS
ELECTION OF DIRECTORS
ABSENTEE/ELECTRONIC BALLOT NOTIFICATION

Annual Meeting Scheduled for May 24, 2022

By casting your vote via absentee/electronic ballot you will forgo the opportunity to consider and vote on any additional Board of Director Candidate nominated from the floor at the meeting, if a quorum is obtained and the meeting is held. If you desire to retain this ability, please attend the meeting in person or appoint a proxy in your absence. You may submit an absentee/electronic ballot and later choose to attend the meeting in person, in which case any in person vote will prevail. The electronic version of the below absentee ballot and enclosed proxy information can be found on the management website by logging on to www.highsierramanagement.com. You will then find the *West Memorial - 2022 Annual Meeting-Election of Directors Online Absentee Ballot* or *2022 Annual Meeting-Proxy* in the "Resident Services" section of the site, under "Online Forms." Should the required quorum of members not be achieved for the initial meeting, all ballots and proxies received will count toward any continuance thereof. Candidate information may also be found on the Association website, as well as the management website under the online voting/proxy forms.

I (We) hereby cast our vote for election to the Board of West Memorial Civic Association, Inc. Due to the fact that Candidate nominations can be taken from the floor at the meeting, the ballot available at the Annual Meeting is subject to change. Write in candidates will be accepted and formally nominated at the meeting but they must be a qualified owner of property within the Association. If a written in candidate's formal ownership cannot be verified, the write in nomination will be disqualified. There are four (4) positions available for election to the Board of Directors for two (2) year terms. In the case of duplicate ballot submissions, the ballot with the most recent date will be used and all others disqualified.

Please vote for up to and no more than four (4) candidates by placing a mark in the box next to your choice(s). Any ballot showing more than four (4) votes will be disqualified but the person voting will be contacted to provide the opportunity for re-submittal. Candidates are listed in alphabetical order.

Julie Gonzales (Incumbent)

Patricia Leo (Incumbent)

Jared Sabin

Jerry Wells (Incumbent)

Harry Woodstrom (Incumbent)

Write In Nomination _____ **Address** _____

Write In Nomination _____ **Address** _____

All absentee/electronic ballots must provide the following information in its entirety to be qualified and accepted:

Printed Name: _____ Property Address _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please return this form no later than close of business on May 24, 2022 via mail, email scan or fax to:

West Memorial Civic Association, Inc.

c/o High Sierra Management

Po Box 940267

Houston, Texas 77094

Fax: 281-391-7913

Email: scarey@highsierramanagement.com