

HOMEOWNERS OF HIGHLAND MEADOWS, INC. PROXY / ABSENTEE BALLOT

I, the undersigned, being the record Owner of the property identified below, hereby revoke any previous proxies and grant to the person identified below (my "Proxy Holder") my revocable Proxy for quorum only or to consent and to vote as specified below, and in all other respects to act on my behalf, as a Member of Homeowners of Highland Meadows, Inc., at the Annual Meeting scheduled for **Monday, October 16, 2023**, or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

My Proxy Holder is authorized to consent and to vote in the same manner and to the same extent and with the same effect as if I were personally present at the meeting and voted (except as may otherwise be specified on the front of this form).

MARK ONE OF THE 3 OPTIONS BELOW:

OPTION 1: PROXY FOR QUORUM ONLY- NO ONE VOTES FOR ME AND I AM NOT VOTING

☐ I hereby assign my proxy to establish Quorum only at the meeting for the purpose of establishing QUORUM.
I am NOT voting.

OPTION 2: PROXY TO ASSIGN MY VOTE TO ANOTHER (ALSO COUNTS FOR QUORUM)

☐ I HEREBY DESIGNATE AS MY PROXY HOLDER & GIVE MY PROXY TO VOTE TO: (CHECK ONLY ONE)

☐ President of Homeowners of Highland Meadows, Inc., or, if the President is unable to act as my Proxy, then to the Chairman of the Meeting;

OR

☐ To: _____ (Please print individual's full name); or if the person named is absent or unable to act as my Proxy, then to the following individual alternate:

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy. Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy.

OPTION 3: ABSENTEE BALLOT AND PROXY FOR QUORUM (NO ONE VOTES FOR ME)

☐ I hereby assign my Proxy to establish Quorum at the meeting and, I am casting my vote as follows:

I hereby vote for specific candidates as follows (select no more than FOUR):

☐ RODERICK CAPELO

☐ DEAN FITTZ

☐ JOE HASSELL

☐ ADRIAN LEWIS

☐ KIMBERLY WALLACE

By casting your vote via absentee ballot, you will forego the opportunity to consider the 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 the ability, please attend any meeting in person. (You may submit an absentee ballot and later choose to attend any meeting in person in which case an in-person vote will prevail.)

SIGN AND DATE - In order for this Proxy/ Absentee Ballot to be valid it must be signed and dated

(Your SIGNATURE -- Owner/Member)

Date Signed

(Your PRINTED NAME -- Owner/Member)

Your Highland Meadows Address

(SEE ADDITIONAL INSTRUCTIONS ON REVERSE SIDE)

What is a Proxy?

A proxy is a written and signed document that allows you to authorize a specific person to act on your behalf. Proxies can be used to establish quorum and/or to allow your representative to vote on matters at a duly called meeting of the Association.

If you change your mind and attend the meeting of the Association in person, your proxy will be returned to you at the meeting.

What is Quorum?

Quorum is the number of owners required to be present in person or by proxy in order to elect directors and to conduct the business of the Association. As set forth in the Association's documents, Homeowners of Highland Meadows, Inc. requires **10% of the votes in the association (37 homes)** to be present in person or by proxy.

What happens if Quorum is not met?

If quorum is not met at a duly called meeting of the Association, the meeting may be reconvened at a later date at an additional expense to the Association. This additional expense is paid by the owners through their assessments and could ultimately affect the amount of the assessment you pay due to the added costs to reconvene.

What is an Absentee Ballot?

Simply put, an absentee ballot is a signed instrument that allows you as the owner to cast your vote at a duly called meeting without attending. An absentee ballot provides an advantage for owners who will not be able to attend the Annual Meeting by allowing them to cast their vote for a selected candidate.

What should I do if I do not understand how to fill out or use the Proxy/Absentee Ballot?

Call CMA Management. Staff will be available to walk you through the process. Remember, the key to effective use of the proxy/absentee ballot is to return the completed form to CMA Management by the deadline. You can reach us at 972-943-2828.

What if I change my mind and come to the annual meeting?

If you have filled out your proxy/absentee ballot and have submitted it to the Association and you change your mind and wish to attend the meeting, your proxy/absentee ballot will be returned to you at the meeting, to allow you to vote on matters in person at the meeting.

Remember:

It is very important that you complete and return your proxy to the CMA office in one of the ways indicated on the proxy.