



February 10, 2025

## **Notice of the Virtual Annual Election Meeting of the Members**

Thursday, March 20<sup>th</sup>, 2025, at 6:00 p.m.

Virtual Via Teams

[Join the meeting now](#)

**Meeting ID:** 295 032 075 546

**Passcode:** C8NS9tW2

**Phone Conference ID:** 984 177 538#

Dear Homeowner(s),

As the Managing Agent for **Windhaven Crossing Townhome Owners Association, Inc.**, we are pleased to announce that the Virtual Annual Election Meeting of the Members has been scheduled for **Thursday, March 20<sup>th</sup>, 2025, at 6:00 p.m.** The purpose of this meeting is to elect three (3) Class A members to the Board of Directors. Enclosed in this packet you will find the Draft Agenda, Proxy with Consent in Lieu of Meeting, Ballot, and Candidate Forms. You may complete online, email, mail, or fax in your Ballot or Proxy. The election meeting cannot be held without the proper quorum; therefore, it is important that you complete and return the proxy, if you are not able to attend the meeting. **Write-in candidates or floor nominations are not allowed for virtual meetings.**

**You may now cast your Ballot online; a Ballot cast electronically shall also count for quorum, therefore, if you vote online, please do not assign your proxy to another person as it will not be counted. If you do not vote online, it is important that your Ballot or Ballot and Proxy be returned no later than 5:00 p.m. on Wednesday, March 19<sup>th</sup>, 2025, for it to be counted.**

### **There are four (4) ways you can vote:**

1. On your Association's Website at [www.windhavencrossingtownhomes.com](http://www.windhavencrossingtownhomes.com)
2. Email your Ballot or Proxy to [kennedy@essexhoa.com](mailto:kennedy@essexhoa.com) or [xandrea@essexhoa.com](mailto:xandrea@essexhoa.com)
3. Fax your Ballot or Proxy to: (469) 342-8205 ATTN: Kennedy and/or Xandrea
4. Mail the Ballot or Proxy to: Windhaven Crossing Townhome Owners Association  
C/O Essex Association Management, L.P.  
ATTN: Cinnamon Anderson  
1512 Crescent Drive, Ste. 112,  
Carrollton, TX 75006

We look forward to you joining us on **Thursday, March 20<sup>th</sup>, 2025**. All documentation enclosed will be posted to the Association's website. Only the Owner of record or the proxy holder may cast votes. It is very important that all documents are returned to your Association Manager by the deadline mentioned above.

For any questions, please contact us via the "Contact Us" tab on the Association's website.

Sincerely,

Essex Association Management, L.P., Managing Agent  
On Behalf of Windhaven Crossing Townhome Owners Association, Inc.

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006

Phone: (972) 428-2030 Fax: (469) 342-8205

[www.windhavencrossingtownhomes.com](http://www.windhavencrossingtownhomes.com)



cc: Association File

Enclosures: Draft Agenda, Proxy with consent in lieu of meeting, Ballot

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