



December 9, 2022

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

Tuesday, December 27, 2022, at 6:00 p.m.

Virtual Via Zoom

<https://us02web.zoom.us/j/88525806984?pwd=ajZEY0prM2M2VINwWjBaL3N2MDZKQT09>

**Meeting ID:** 885 2580 6984

**Passcode:** 428844

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 **Tuesday, December 27, 2022, at 6:00 p.m.** The purpose of this meeting is to elect one (1) Class A member 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 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 if you plan to assign another person to vote on your behalf, be returned no later than 12:00 p.m. on Monday, December 26, 2022, 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 [canderson@essexhoa.com](mailto:canderson@essexhoa.com) or [crissy@essexhoa.com](mailto:crissy@essexhoa.com)
3. Fax your Ballot or Proxy to: (469) 342-8205 ATTN: Cinnamon Anderson
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 **Tuesday, December 27, 2022**. 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.

cc: Association File

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

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)