



Call for Candidates

Annual Election Meeting of the Members

November 23, 2022

Dear Homeowner(s),

As managing agent of **Windhaven Crossing Townhome Owners Association, Inc.**, we are pleased to announce that an in-person Annual Election Meeting of the Members has been scheduled for **December 27th, 2022**. The purpose of the meeting will be to elect one (1) member to the Board of Directors.

Enclosed with this notice you will find a blank candidacy form. If you would like to nominate yourself or another Member as a candidate for the Board of Directors, please complete the form and return it using one of the methods provided below. To ensure that the candidate's name is placed on the ballot, the Association must receive the completed Candidacy Form **no later than Wednesday, December 7th, 2022, at 5:00 p.m.**

Please return your Candidacy Form to Cinnamon Anderson or Crissy Ketchersid via:

E-mail: canderson@essexhoa.com or crissy@essexhoa.com

Fax: (469) 342-8205, Attn: Cinnamon Anderson or Crissy Ketchersid

Or mail the form to:

Windhaven Crossing Townhome Owners Association

Attn: Cinnamon Anderson or Crissy Ketchersid

1512 Crescent Drive, Suite 112

Carrollton, TX 75006

After the Candidacy Forms have been received and the candidates established, we will issue the Special Election Meeting Notice containing the ballot listing all candidates, their candidacy forms for review, the proxy, and agenda. **For your name to be on the ballot, we must receive your candidacy form by or before 5:00 p.m. Wednesday, December 7th, 2022.**

Sincerely,

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

cc: HOA File
Enclosures: Candidacy Form

Essex Association Management, L.P.
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