

ONLINE VOTING SYSTEM ANNOUNCED FOR OCTOBER 21ST ANNUAL MEETING



October 8, 2021

To the Residents of Highland Meadows HOA –

This is just a quick and brief note to bring to your attention that the Board of Directors has moved forward with the purchase of an online voting capability offered by CMA, our property management firm. There are multiple reasons for moving forward with an online voting system. Some of which are:

- Monitoring quorum development
- Efficiencies in managing the voting process
- Savings of time and money
- Expanded opportunities to resolve HOA issues due to an inherent online voting system

The system was just deployed, will be managed by CMA, and is available for the upcoming annual meeting. The system works off your account number with CMA. With the annual announcement and/or newsletter you will see the links for using the system.

It is the hope of both the Board and I that going forward we will learn to be efficient in the use of online voting however at the same time maintain our need for gathering as a group to discuss the Highland Meadows Homeowner Association and its tasks and issues as they present themselves. This online voting capability is not meant to eliminate the need of annually gathering at the Colleyville Center for our fact-to-face meetings. It is our hope we will continue to do so and at the same time provide the opportunity for participation by the residents that are unable to attend.

I look forward to seeing everybody and hearing of any concerns or suggestions you may have regarding your Highland Meadows Homeowners Association at the Annual Meeting on October 21st.

Thank you,

Stuart Gardner
President
Highland Meadows homeowners Association


Copy of the Annual Meeting Ballot, Proxy and Voting Explanations on pages 2 to 7
Tulip, Daffodil and Amaryllis bulb sale flyer on pages 8 and 9 (deadline to order is November 1st)
REMINDER – Fall Backyard Bash October 16th from 6:00-9:00 pm; information on page 10

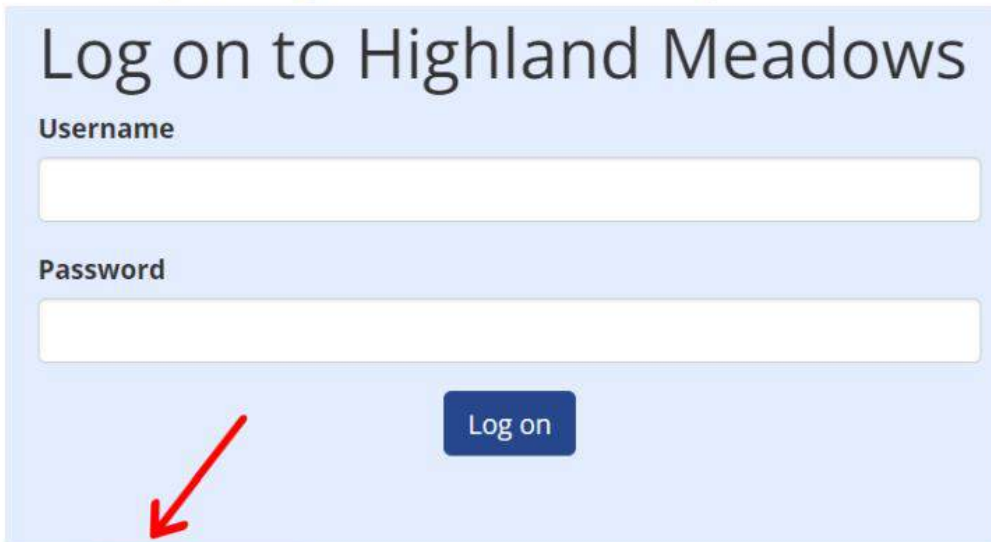
HIGHLAND MEADOWS HOME OWNERS ASSOCIATION
Colleyville, Texas

LOGON INSTRUCTIONS for Highland Meadows

1. Go to highland-meadows.myhoast.com (do not enter “www”)
2. Select “Logon” at the top right or bottom center
3. If you have received your email invitation with your temporary login credentials, you can proceed to enter them in the correct text fields and log on. If you have forgotten your username/password or need help logging on, follow the steps below.

This is the correct site:

 <https://highland-meadows.myhoast.com>



Click [Here](#) if you don't know your username and/or password.

4. Select the “Here” button (see picture above)
5. Fill out the form and then select “Submit.” If you receive an error (match does not occur), try again or select “I Need More Help.”
6. A temporary username and password will be emailed to you if the criteria you entered matches with the myHOast database. If you selected ‘I Need More Help’, an alert will be sent to your community’s administrator and they will be able to send you a set of temporary login credentials.



Highland Meadows
Homeowners
Association

Colleyville, Texas

Highlandmeadowshoa.org

Board of Directors

Stuart Gardner,
President
stu@sgaconsulting.net

Dean Fittz,
Vice President
dean@serentiytx.com

Kimberly Wallace,
Treasurer
kimberlyaf@aol.com

Becky Prentice,
Secretary
aprentice1@verizon.net

Roderick Capelo,
Director
Roderickcapelo@gmail.com

Adrian Lewis,
Director
Amlewis42@yahoo.com

MaryAnn Nicholson,
Director
Maryannnicholson2101@gmail.com

October 7, 2021

**HIGHLAND MEADOWS HOMEOWNERS ASSOCIATION
NOTICE OF ANNUAL MEETING
October 21, 2021**

Dear Highland Meadows Homeowners Association Homeowner:

As Manager for Highland Meadows Homeowners Association, we are pleased to announce the Annual Meeting to be held on **Thursday, October 21, 2021**. The purpose of this meeting will be to present reports on current Association affairs and to elect **four (4)** homeowners to the Board of Directors, each to serve a term of two (2) years.

We are pleased to also offer an electronic option for voting. If you have an email on file with Highland Meadows, you will receive an email in your inbox with instructions to cast your ballot electronically (if you don't see the email, please check your spam folder). If you have not received an email with instructions, please reference the flyer on the back side of this notice for online voting registration instructions.

Enclosed for your convenience is a **Proxy** and an **Absentee Ballot**, which can be used in the event that you are unable to attend the meeting. ***It is very important that you assign your proxy if you cannot attend.*** Please complete the enclosed **Proxy** in order to establish quorum or to assign your vote to another Member. Please check "**Quorum Only**" if you want your proxy to only count towards quorum for the meeting and/or you are voting for the homeowner Board member by Absentee Ballot. Nominations from the floor will also be accepted.

Please plan to join us at the following place and time:

DATE: October 21, 2021
MEETING: 7:00 p.m. (Check-in 6:45 p.m.)
LOCATION: Colleyville Center, 5301 Riverwalk Dr., Colleyville, TX 76034

Some guidelines from the Colleyville Center concerning the current regulations on in-person meetings: Masks are suggested to enter the building and will be provided, if desired. Seating will be socially distanced in chairs (at least 6 feet apart). Homeowners may bring their own water or beverage (it will not be provided by the HOA). Seating capacity in the hall is 50% of normal capacity, which is 48 people.

You may begin checking in for the meeting at 6:45 p.m. Please remember to bring adequate identification, such as your driver's license. We look forward to seeing you at the meeting on **October 21, 2021**. If you have any questions, please feel free to call me at (817) 310-6910 or send a message to lbray@cmamanagement.com.

Sincerely,

Highland Meadows Homeowners Association

By: CMA, its Manager

By: 
Michele Harris, CMCA®, AMS®, PCAM®, Association Manager

Enclosures: Proxy, Absentee Ballot

2350 Airport Freeway, Suite 310 ♦ Bedford, TX 76022 ♦ Phone (817)310-6900 ♦ Fax (817)310-6950

***** **IMPORTANT – DO NOT DISCARD** *****

HIGHLAND MEADOWS HOMEOWNERS ASSOCIATION, INC.

PROXY

I, the undersigned, being the record Owner of the property identified below, or being the authorized voting representative for the property, 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 HIGHLAND MEADOWS HOMEOWNERS ASSOCIATION at the Annual Meeting of Highland Meadows Homeowners Association scheduled for **October 21, 2021**, or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

My Voting 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 above or on the front of this form).

CHOOSE ONE OF THE OPTIONS BELOW:

PROXY FOR QUORUM ONLY (NOT ASSIGNING VOTE)

☐ I hereby assign my proxy to establish Quorum only at the Association Members' meeting of the Highland Meadows Homeowners Association.

*** * * OR * * ***

PROXY FOR ASSIGNING VOTE (INCLUDES QUORUM)

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

☐ Chairman of the Association, or, if the Chairman is absent, incapacitated, or unwilling to act as my Proxy, then to the Secretary of the Association;

OR

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

SIGN AND DATE

In order for this Proxy to be valid it must be signed and dated.

EXECUTED this DATE (specify date) _____

(Your SIGNATURE -- Owner/Member)

(Your PRINTED NAME -- Owner/Member)

Your Highland Meadows Property Address

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.

**Mail, fax, or email this form to: Highland Meadows Homeowners Association
2350 Airport Freeway, Suite 310, Bedford, TX 76022**

Fax: 817-310-6950 ♦ e-mail to: kmartin@cmamanagement.com

If you have any questions regarding this form, please do not hesitate to give us a call at 817-310-6900

ABSENTEE BALLOT
Highland Meadows Homeowners Association
2021 BOARD OF DIRECTORS ELECTION

Vote for up to FOUR (4) Persons to serve a term of two (2) years:

- ☐ Roderick Capelo
- ☐ Dean Fittz
- ☐ Adrian Lewis
- ☐ Kimberly Wallace

☐ **I will not be attending the meeting but have indicated my choices (above) and wish to be counted towards Quorum for the meeting.**

To be valid the absentee ballot must be received no later than NOON on October 21, 2021, to the following location:

By Mail: Highland Meadows Homeowners Association
2350 Airport Freeway, Suite 310, Bedford, TX 76022
By E-Mail: kmartin@cmamanagement.com
By Fax: 817-310-6950

To be valid the absentee ballot must be signed by a member of the association, contain a legible name, and address.

SIGNATURE OF OWNER(S): _____

PRINT NAME(S): _____

ESTATE ADDRESS (ES): _____

DATE: _____

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.

**EVEN IF YOU VOTE USING THE ABSENTEE BALLOT,
PLEASE FILL IN YOUR PROXY AS WELL**

**IF YOU DO NOT WISH TO HAVE SOMEONE ELSE VOTE FOR YOU AT THE MEETING, YOU CAN CHOOSE THE
QUORUM PURPOSES ONLY OPTION.**

NOTE: WITHOUT A QUORUM, THE BUSINESS OF THE MEETING CANNOT BE CONDUCTED.

(PROXY ON BACK)

Highland Meadows HOA Board Candidates

Roderick Capelo, 2406 North Whitehaven Dr:

Briefly introduce yourself. Include background (business, homeowner association or other experience), the number of years you have been a resident, etc.

I am a Pediatric Orthopedic Surgeon, and co-founded Pediatric Sports and Spine Associates in Grapevine 15 years ago. I am also a multifamily real estate investor that takes great pride in helping improve apartment communities while providing investor passive cash flow. My family has lived in Colleyville for the past 7 years and moved from Broughton to Highland Meadows 2 years ago. We have 2 children at Glenhope Elementary and a 4 year old, so we will be residents in beautiful Highland Meadows for years to come. I have served on the Highland Meadows HOA Board for the past 2 years, specifically as the liaison to the Social Chair, and have enjoyed seeing our neighborhood start growing together, especially after this past 18 months with Covid. I previously served on the Broughton HOA Board, as Secretary/Treasurer. I also served on a committee to revise the Broughton CC and R's. Currently, I am also a Board Member of the GC Education Foundation. For 2 years, I served on the Executive Board of the AJX Foundation, a non-profit that helped underserved high school students.

In which areas do you feel you could make the greatest contribution: architectural control, capital improvement and repair, finance, legal, maintenance, new development, special events or other?

Having run a medical practice and small business for the past 15 years, I can contribute greatly with balancing the income/expenses of our HOA, as well as stress regular and effective communication with our neighbors. I wholeheartedly believe communication is an important factor in any business or interpersonal relationship. I would like to continue supporting our Social Chair in having regular social and fun events to enable familiarity and friendship between our neighbors, as I believe this is what makes Highland Meadows a special place to live. I would love nothing more than to continue serving Highland Meadows and the great families that live here as a member of the HOA Board of Directors.

Dean Fittz, 6101 Lansford Lane:

Briefly introduce yourself. Include background (business, homeowner association or other experience), the number of years you have been a resident, etc.

I have lived in the neighborhood since 2015, and have been a member of the ACC since 2017 and a Board member for 4 years. I retired from federal government service as a special agent for Homeland Security Investigations, and I now work for a law firm as an investigator and expert consultant.

In which areas do you feel you could make the greatest contribution: architectural control, capital improvement and repair, finance, legal, maintenance, new development, special events or other?

I can continue to make contributions to the Board as a member, continuing the efforts I have made as the Vice President. I will also like to continue as a member of the ACC with a specialty in dealing with architectural issues and roofing materials updates.

Adrian Lewis, 2500 Ballantrae Drive:

Briefly introduce yourself. Include background (business, homeowner association or other experience), the number of years you have been a resident, etc.

I've had the opportunity to be a board member for 2 years and would welcome the opportunity to serve another 2 years.

In which areas do you feel you could make the greatest contribution: architectural control, capital improvement and repair, finance, legal, maintenance, new development, special events or other?

We lived in the neighborhood over 12 years and have loved living here. We want the best for HM and look forward to retiring here.

Kimberly Wallace, 6007 Hillbrook Drive:

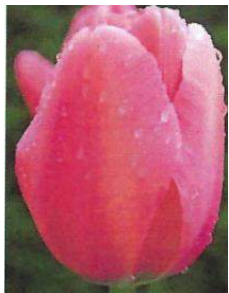
Briefly introduce yourself. Include background (business, homeowner association or other experience), the number of years you have been a resident, etc.

I am a retired nurse. My husband and I have lived in Highland Meadows for 7 years. We share 6 kids and 7 grandchildren. I have been on the board the last 2 years. Last year I served as treasurer.

In which areas do you feel you could make the greatest contribution: architectural control, capital improvement and repair, finance, legal, maintenance, new development, special events or other?

I would like to continue as treasurer or serve in any position to be of service to the board and our community.

Highland Meadows HOA Tulip, Daffodil and Amaryllis Bulb Sale



We are coordinating with C&T Lawn Services (our landscape company) to sell homeowners the same bulbs that landscape designer, Cristy Jernigan, chose for our entrance flower beds.

Cristy chose a grouping of colors that go well together, bulbs that bloom early, mid and late; and bulbs of different heights. She recommends a grouping of at least 50 bulbs to make an impact in your landscaping. Mixing tulips, daffodils and amaryllis will give quite a colorful and dramatic grouping – which is what you saw at our subdivision entrances last spring.

Bulbs come from ABBOTT-IPCO, the world's leader in production and distribution of the widest selection of bulb varieties. They will arrive in January, pre-chilled, and ready for planting.

All prices include sales tax. ORDER DEADLINE IS NOVEMBER 1st. PLEASE INCLUDE PAYMENT WITH ORDER.

TULIPS (Annual in our zone)

Mix – IMPRESSION TULIPS - in the following 4 color mix:

Apricot, Pink, Red & Salmon

____ 10-bulbs @ \$15.00 = \$ _____
____ 25-bulbs @ \$35.00 = \$ _____
____ 50-bulbs @ \$68.00 = \$ _____

MIX – PARROT MIX – in the following 5 color mix:

Apricot, Blue, Caribbean, Monarch, Super

____ 10-bulbs @ \$15.00 = \$ _____
____ 25-bulbs @ \$35.00 = \$ _____
____ 50-bulbs @ \$68.00 = \$ _____

DAFFODILS / NARCISSUS (Perennial in our zone)

In 9 mixed colors: Bridal Crown, Cheerfulness,
Dutch Master, Erlicheer, Falconet, Flowerdrift,
Gentle Giant, Thalia and Yellow Cheerfulness,

____ 10-bulbs @ \$18.00 = \$ _____
____ 25-bulbs @ \$45.00 = \$ _____
____ 50-bulbs @ \$86.00 = \$ _____

AMARYLLIS (Perennial in our zone)

We have a limited quantity on reserve. Please mark your second color choice with an "S" if we may substitute another color if your first choice is sold out.

Apple Blossom	____ 3 bulbs for \$40	____ 5 bulbs for \$62	____ 10 bulbs for \$120
Minerva	____ 3 bulbs for \$40	____ 5 bulbs for \$62	____ 10 bulbs for \$120
Red Lion	____ 3 bulbs for \$40	____ 5 bulbs for \$62	____ 10 bulbs for \$120
Mixed Bag	____ 3 bulbs for \$40	____ 5 bulbs for \$62	____ 10 bulbs for \$120

All prices include sales tax.

ORDER TOTAL \$ _____

Make check payable to "Highland Meadows HOA". ORDER DEADLINE IS NOVEMBER 1st. PLEASE INCLUDE PAYMENT

Name: _____ Phone: _____
Address: _____ Email: _____

Mail or drop off to: MaryAnn Nicholson, 2101 High Gate Drive, Colleyville, TX 76034

OR - BRING TO THE ANNUAL MEETING

TULIPS – annual in our climate zone

IMPRESSION MIX – 4 colors (DH = Darwin Hybrid)

Apricot	Pink
DH 24” Mid	DH 24” Mid



Red	Salmon
DH 24” Mid	DH 24” Mid



PARROT MIX – 5 colors

Apricot	Blue	Caribbean
16” Late	20” Late	18” Late



Monarch	Super
20” Late	13” Early



DAFFODILS – perennial in our climate zone – Mix of 9 colors

Bridal Crown	Cheerfulness	Dutch Master	Erlicheer	Falconet	Flowerdrift	Gentle Giant	Thalia	Yel.Cheer 14”
Early	16” Late	18” Early	18” Early	14” Mid	18” Mid	18” Mid	16” Late	16” Late



AMARYLLIS – perennial in our climate zone

Apple Blossom	Minerva	Red Lion
20-24” tall	20-24” tall	20-26” tall





Fall Backyard Bash!



Date October 16

Time 6-9pm
Location 6307
Connie Lane
(back yard)



What to expect

LIVE MUSICIAN - Aliza
Ford Music!

Main Appetizers



What's requested: BYOB
Bring Appetizers/Snacks to share
Bring a blanket/chair to sit and enjoy the
music & mingle with your neighbors

RSVP by October 12th to Highlandmeadowssocial@gmail.com



Halloween Costume Parade with Ross Downs HOA will be held at Kimzey Park on Friday, Oct. 29th at 6:30 p.m. Prizes given by age group. Food truck will be available. Costume judging will be at 6:45 followed by the parade.