

ONLINE VOTING INSTRUCTIONS

This year the vote will be conducted online only. If we have your email you will receive an invitation to vote electronically.

Web Address: <https://highlandknolls.ivotehoa.com/register>

If we do not have your email address or you don't receive the email for whatever reason, you can still vote online. Please go to the web address listed above and click Contact Us to get your code.

Voting online is easy and quick! You will have three steps!

1. Enter in your voting code
2. Register to vote by entering in your name, email, and creating an account password
3. Make your choice on the online ballot and submit!

If you are unable to vote electronically, please contact the office at 281-945-4617 to request a paper ballot and one will be mailed or emailed to you.

This ballot is valid for this election, establishing quorum & is irrevocable once submitted.

REMEMBER ONLINE VOTING DOES NOT START UNTIL FEBRUARY 5, 2021

**NOTICE OF THE
2021 ANNUAL MEETING OF
HIGHLAND KNOLLS COMMUNITY ASSOCIATION, INC.**

Please take notice the 2021 Annual Meeting of the Members of the Highland Knolls Community Association Inc., a Texas non-profit corporation, will be held by electronic means (conference call) on Monday, February 22, 2021 at 6:30PM. The Annual Meeting will be held for the following purposes:

1. Approval of the 2020 Annual Meeting Minutes
2. Election of two (2) Directors, each for three (3) year terms
3. Financial Review
4. Open Forum

You can access the Annual Meeting on **Monday, February 22, 2021 at 6:30PM** by the following method:

Dial-in number (US): 1-425-436-6376

Access Code: 452748

Please announce yourself when you enter the meeting and mute your phone

Please note that, due to the COVID-19 pandemic:

- 1) **The 2021 Annual Meeting will be conducted by electronic means (conference call). There will NOT be an in-person meeting.**
- 2) **The only voting method available for the 2021 election of Directors will be by electronic voting through VOTE HOA ONLINE. See enclosed information for registration with VOTE HOA ONLINE. If you are unable to vote online you must contact Liz Pettit at 281-945-4617 or liz@crest-management.com by 3pm on February 22, 2021 to receive a paper ballot (electronically) to complete and return to liz@crest-management.com no later than February 22, 2021 at 5pm.**
- 3) **There will be no nominations from the floor at the 2021 Annual Meeting. You must have submitted your name in response to the previously mailed solicitation of candidates in order to have your name on the ballot.**
- 4) **If there are technical difficulties that prevent the Annual Meeting from taking place, the ballots will be counted and, if quorum is reached, the election results will be announced as soon as possible after February 22, 2021.**

Accordingly, please complete electronic absentee ballot online before 5:00 p.m. on February 22, 2021, through VOTE HOA ONLINE (instructions attached).

Should you have any questions regarding the Annual Meeting, please do not hesitate to contact your community manager Liz Pettit with Crest Management at liz@crest-management.com.

2021 Highland Knolls Community Association Inc. Annual Meeting

February 22, 2021

6:30 pm- 8:30 pm

VIA TELECONFERENCE

1-425-436-6376

ACCESS CODE: 452748

AGENDA

- I. Call to Order/Establish Quorum
- II. Introductions/President's Report
- III. Approval of 2020 Annual Meeting Minutes
- IV. Financial Report
- V. Election of Two Directors - Election Results
- VI. Homeowner Open Forum
- VII. Adjournment

THE ANNUAL MEETING OF THE MEMBERSHIP OF THE HIGHLAND KNOLLS COMMUNITY ASSOCIATION, INC. WAS HELD ON TUESDAY, FEBRUARY 25, 2020 AT 6:45 P.M. AT HAYES ELEMENTARY SCHOOL LOCATED AT 21203 PARK TIMBERS LANE, KATY, TEXAS 77450.

DIRECTORS PRESENT:

Lisa Balkanli
Charlie Souza
Jarrod Turley
Denise Moyer

ALSO PRESENT:

Liz Pettit, Dale Caskey and Sandra Guinn with Crest Management

IN ATTENDANCE:

Deputy Blunt and Deputy N'jnea with HCSO and Dale Caskey and Sandra Guinn with Crest Management.

CALL TO ORDER/CONFIRMATION OF QUORUM

Due notice having been given, the 2020 Annual Meeting of the Members was called to order at 6:54pm. Quorum was not established, and the meeting was adjourned. The meeting was called to order at 6:55pm and quorum was established with 67 proxies and 14 homes represented.

INTRODUCTION

Director Balkanli introduced herself as President of the Board of Directors and the Crest Management employees. The Board members introduced themselves.

PATROL REPORT

Deputy Blunt introduced herself as the day shift officer and Deputy N'jnea as the new night shift officer. They discussed safety tips, the difference between warnings and advisements, discussed parking that is impeding traffic flow on the street and parking on the driveway. Deputy Blunt also answered questions from the homeowners present.

APPROVAL OF THE 2019 ANNUAL MEETING MINUTES

The 2019 Annual Meeting minutes were reviewed. Director Balkanli motioned to approve. Director Turley seconded the motion. All were in favor.

ELECTION OF DIRECTORS

Director Balkanli announced there would be an election for two positions on the board. One is a two-year position and one is a three-year position. There are three people running. Director Balkanli introduced the three candidates, Denise Moyer, Romi Martin and Majid Mashal. Each candidate gave a brief speech to the homeowners. There were no additional candidates. Votes were cast and tabulated. The winners were Denise Moyer and Romi Martin.

2019 REVIEW/2020 PROJECTS

Director Balkanli reported in 2019 the Association completed the following:

- Re-strapped all pool furniture
- Had Journey Ice at the pool opening
- Extended the pool hours until 9pm
- Reinstated the spring Garage Sale
- Increased the Holiday Lighting Prizes to 10

Director Balkanli reported the projects approved for 2020 are:

- Tennis Courts rehab
- New gate access system for pool and tennis courts

- Camera system at pool/park/tennis courts
- New trash cans in the park
- Refresh park signs

FINANCIAL REPORT

Ms. Pettit reported the Association ended the year at 98.27% collected. The total cash as of 12/31/2019 was \$364,861.42 in the operating and money market accounts, \$98,117.42 in the non-cap accounts and \$590,635.04 in the capital reserve account. The accounts' receivable totaled \$24,266.70 and the Liabilities and Equity totaled \$1,098,678.93 and the year-end surplus was \$34,398.88. Ms. Pettit answered questions from the homeowners.

OPEN FORUM

Homeowners discussed the following topics:

- Putting trash out too early – send out reminders about rules to homeowners annually
- Discussed leaving the pool open longer during the year.
- A homeowner asked for suggestions/assistance with a property that is not being maintained.

ADJOURNMENT

There being no further business to come before the members, the meeting was adjourned at 8:09 p.m.

APPROVAL

Approved

Date