

# *Retreat at River Park Place Homeowners Association, Inc.*

October 19, 2023

Dear Retreat at River Park Place Homeowner:

Per the governing documents of the River Park Place Homeowners Association, there will be an Annual Meeting of the members on **Wednesday, November 15th, at 6:00 p.m., at 2621 Waters Edge Ln, Fort Worth TX, 76116**. The meeting will be held for the following purposes:

1. To elect three (3) new Board Member(s).
2. Provide an overview of 2022 along with the accomplishments of 2023.

**Please find the following enclosed:**

1. An agenda for the Annual Meeting.
2. A proxy form in the event you are unable to attend.
3. A Board Member Candidate form.

**In the event you are unable to attend the meeting, please complete the enclosed proxy form and return it** by email to [heather@legacysouthwestpm.com](mailto:heather@legacysouthwestpm.com).

During the Annual Meeting, the owners will elect three (3) member(s) to the Board. In anticipation of the Annual Meeting, the current Board would like to extend to you the opportunity to nominate either yourself or another owner for election to the Board. Nominations are open to any owner and should be made using the attached Board Member Candidate Profile form. You may return the Board Member Candidate Profile form by following the same instructions above for return of the proxy form. **The deadline for receipt of nominations is November 14, 2023**. Please be advised that nominations will also be called for during the Annual Meeting.

Please arrive at the meeting a few minutes early in order to sign in and receive your materials before the meeting starts. The meeting will promptly begin at 6:00 p.m. We look forward to seeing you at the meeting. If you have any questions, please don't hesitate to call me at 214-705-1615 option 7.

Regards,

Heather Smith, CMCA  
Community Manager  
Legacy Southwest Property Management

Legacy Southwest Property Management, LLC  
8668 John Hickman Parkway #801  
Frisco, TX 75034

Phone: 214.705.1615 Email: [Heather@Legacysouthwestpm.com](mailto:Heather@Legacysouthwestpm.com)

**Retreat at River Park Place Homeowner's Association, Inc.**  
**2023 Annual Meeting Agenda**  
**November 15, 2023**

- I. **Call to Order**
  - a. Establish Quorum
  - b. Proof of Notice
  - c. Introductions
  
- II. **Approval of Minutes of Last Annual Meeting**
  
- III. **Financial Report**
  
- IV. **Election of Board Member(s)**
  - a. Nominations from the Floor
  - b. Introduction of Candidates
  - c. Voting
  - d. Announcement of Election Results
  
- V. **2023 Accomplishments**
  
- VI. **Adjournment**

**Retreat at River Park Place Homeowner's Association  
2023 Annual Meeting**

Proxy

**KNOW ALL MEN BY THESE PRESENTS**, that the undersigned Homeowner in River Park Place Homeowners Association does hereby constitute, authorize, and appoint: **(please check one of the options below):**

Option #1 \_\_\_\_\_ (name) (someone who will attend the meeting on your behalf)

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

Option #2 A Director of the Board who is not running for re-election for both voting and quorum purposes as the Proxy for the Homeowner to act on behalf of Homeowner at the Annual Meeting of members of Retreat at River Park Homeowners Association, and at any adjournment of the Annual Meeting or any subsequent meeting called to conduct or complete the Annual Meeting.

The Proxy shall have full power to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

Option #3 **This proxy is to be used for quorum purposes only.**

Unless sooner terminated, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

\_\_\_\_\_  
Owner's Name (Printed)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Owner's Property Address

\_\_\_\_\_  
Date

**The deadline to return the proxy is November 14, 2023**

**River Park Place Homeowners Association, Inc.**  
Board Member Candidate Questionnaire

**Due by November 14, 2023**

PLEASE FILL OUT THIS PROFILE FORM IF YOU ARE INTERESTED IN RUNNING FOR THE  
BOARD OF DIRECTORS

NAME:	DAYTIME PHONE NUMBER:
ADDRESS:	EVENING PHONE NUMBER:

PLEASE TELL US ABOUT YOURSELF:  
(SPOUSE, KIDS, HOBBIES/INTEREST, ETC.)

PLEASE WRITE PAST EXPERIENCES/WORK THAT QUALIFIES YOU FOR A POSITION ON THE  
BOARD OF DIRECTORS:

WHAT WOULD YOU LIKE TO DO FOR THE ASSOCIATION?

Please mail this form to the address below or email to [Heather@Legacysouthwestpm.com](mailto:Heather@Legacysouthwestpm.com)