

Sheffield Homeowners Association
P.O. Box 219320
Houston, Texas 77218-9320
Phone: (281) 579-0761 Fax: (281) 579-7062



NOTICE OF ANNUAL MEETING OF MEMBERS

DATE: Wednesday, November 5, 2025

TIME: 7:00 PM

LOCATION: Holmsley Elementary School, 7315 Hudson Oaks Dr.

Houston, TX 77095

This shall serve as formal notice to all members of Sheffield Homeowners Association of the 2025 Annual Meeting of Members. The purpose of the meeting is to elect one (1) director to the Sheffield Homeowners Association Board of Directors. The elected director shall serve a term of three (3) years.

If you are interested in placing your name on the election ballot that will be distributed at the Annual Meeting, please contact Beth R at 281-945-4677 no later than 12:00 p.m. on the day of the meeting. Nominations will also be taken from the floor at the meeting.

A quorum of 10% is required in person or by proxy. If you are unable to attend the meeting, please return the enclosed proxy so it is received no later than 12:00 p.m. on the day of the meeting.

Each member is entitled to 1 vote per lot. Cumulative voting is not permitted.

The Agenda for the Annual Meeting will be as follows.

- I. Confirmation of Quorum and Call to Order
- II. Introductions
 - a. Board Members
 - b. Management Company
- III. Approval of Prior Year Annual Meeting Minutes
- IV. Election of Directors
 - a. Introduction of Nominees
 - b. Nominations from the Floor
 - c. Vote
- V. Solicitation of Vote Tabulators
- VI. Tabulation of Votes
- VII. Financial Report
- VIII. Community Overview
- IX. Homeowner Open Forum
- X. Announcement of Election Results
- XI. Adjournment

Per Texas Property Code Section 209.00594(b-1), a person who tabulates votes may not disclose to any other person how an individual voted.

Don't miss out on all the benefits of the Homeowner Portal on Crest Management's website. Your personalized dashboard gives you immediate access to print a statement, submit online forms, and sign up for email notifications. To register, visit www.crest-management.com and click 'Homeowner Login'. Enter your email address and the temporary password below and click 'Submit'. You will then be able to personalize your password and access your account. **Temporary Password:**

**Sheffield Homeowners Association
2025 PROXY**

Please return the completed, signed, and dated Proxy to the Association by:

Mail to Sheffield Homeowners Association P.O. Box 219320, Houston, TX 77218-9320

Email to bethr@crest-management.com

Fax to 281-579-7062

Send to the meeting with a neighbor who will be attending the meeting

**** PROXIES MUST BE SUBMITTED TO THE ASSOCIATION BEFORE THE MEETING IS CALLED TO ORDER. NO PROXIES WILL BE ACCEPTED AFTER THE MEETING BEGINS. ****

This assignment is for the purpose of assigning my proxy for the 2025 Annual Meeting of Sheffield Homeowners Association for quorum and for all business to be conducted at that meeting, including (but not limited to) the election of directors.

I, _____ (PRINT NAME HERE), do wish to appoint a true and lawful proxy, to vote at the 2025 Annual Meeting of Sheffield Homeowners Association and at any recalled meetings in the event the meeting fails to reach quorum, for the purposes of establishing quorum and voting on all matters to be voted on at the Annual Meeting, including, but not limited to the election of directors.

CHECK ONLY ONE (1) OPTION BELOW: (If no options are selected, it will be used for quorum only.)

☐ This proxy is to be used only for the purpose of establishing quorum. No vote is to be cast on my behalf.

☐ I designate Brent Jordan, the Vice President of the Board of Directors of Sheffield Homeowners Association, as my true and lawful proxy, to vote on my behalf on any and all business conducted at the 2025 Annual Meeting of Sheffield Homeowners Association and at any recalled meetings in the event the meeting fails to reach quorum.

☐ I designate _____, whose address is _____, as my true and lawful proxy, to vote on my behalf on any and all business conducted at the 2025 Annual Meeting Sheffield Homeowners Association and at any recalled meetings in the event the meeting fails to reach quorum.

This proxy assignment is valid only for the 2025 Annual Meeting of Sheffield Homeowners Association and at any recalled meetings in the event the meeting fails to reach quorum. I understand that if I attend this meeting in person, this proxy shall be automatically revoked. Otherwise, this proxy, once signed and submitted to the Association, shall expire at the conclusion of the 2025 Annual Meeting of Sheffield Homeowners Association.

Member's Signature

Date

Member's First and Last Name (*please print clearly*)

Property Address in Sheffield Homeowners Association (*please print clearly*)