



10/17/2023

Dear Copperbrook Homeowners,

The Copperbrook Homeowners Association's Annual Meeting is scheduled to be held on **Saturday, November 18, 2023, at 10:00 am**. The meeting will be held at Charles W. Austin Park, 8515 Willancy Ln, Houston, TX, 77095 (Weather Permitting), making it important that you all return your proxies and ballots by November 16, 2023, by 5:00 pm in order to establish quorum.

Due to the meeting being held outside, please make sure you bring your own chairs and/or refreshments as none will be provided to the Community.

Enclosed are the details of the meeting agenda, location, and a proxy/absentee ballot. **We must have your proxy/absentee ballot signed and returned by 5:00 pm on November 16, 2023 to communication.mos@fsresidential.com, Copperbrook Homeowners Association c/o FirstService Residential, 2002 Timberloch Place, Suite 650, The Woodlands, Texas, 77380, or fax 888.569.1155.**

A quorum **MUST** be met in order to conduct business. Copperbrook HOA quorum is 10% which is a total of 29 owners. If you are mailing in your proxy, please be mindful of the time-frame and that we must have it in the office no later than November 16 at 5:00 pm. **Please spread the word and encourage your neighbors to return their signed proxy as soon as possible!**

If you have any questions regarding the process or the enclosed documents, please reach out to me directly.

Sincerely,

Beth Liles
Community Manager
Copperbrook Homeowners Association
c/o FirstService Residential



COPPERBROOK HOMEOWNERS ASSOCIATION, INC

2023 Annual Meeting of the Members

November 18, 2023 10:00 AM
Charles W. Austin Park
8515 Willancy Ln
Houston, TX 77095

ANNUAL MEETING AGENDA

- I. CERTIFICATION OF QUORUM**
- II. CALL TO ORDER**
- III. INTRODUCTIONS**
- IV. APPROVAL OF PRIOR ANNUAL MEETING MINUTES**
- V. MANAGEMENT REPORT**
- VI. HOMEOWNER FORUM**
- VII. ADJOURNMENT**

COPPERBROOK HOMEOWNERS ASSOCIATION

Please choose only **ONE** of the following options (only properly completed proxies/absentee ballots will be accepted). Important: You will be required to fill out the Owner Information section for any option selected:

- OPTION 1:** This proxy is for the sole purpose of establishing a quorum of owners. I abstain from casting a vote for the meeting minutes or for any other matters that may come before the meeting.
- OPTION 2:** The below named Proxy Holder is authorized to vote on my behalf as he/she best determines.
- OPTION 3:** CHECK HERE TO VOTE BY ABSENTEE BALLOT (Please complete the absentee ballot below)

PROXY

I, the undersigned Member of the **Copperbrook Homeowners Association, Inc.**, do hereby appoint _____ or the Secretary of the Association if left blank ("Proxy Holder"), as my true and lawful proxy to vote as he/she desires in my place and on my behalf, as though I myself were present, at the Annual Meeting of the **Copperbrook Homeowners Association, Inc.**, on **November 18, 2023 at 10:00 AM** at Charles W. Austin Park, 8515 Willancy Ln, Houston, TX, 77095 and/or any recall of said meeting. This proxy is valid for up to eleven (11) months from the date of signature below. This proxy revokes any prior proxy which may have been signed previously by me.

ABSENTEE BALLOT

Please indicate your votes for the previous Annual Meeting Minutes for Copperbrook Homeowners Association, Inc.,

- I vote **YES** on the previous Annual Meeting Minutes
- I vote **NO** on the previous Annual Meeting Minutes

****By casting your vote via absentee ballot, you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. If you desire to retain this 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 any in-person vote will prevail.****

THE FOLLOWING OWNER INFORMATION MUST BE FILLED OUT FOR THE ABSENTEE BALLOT/PROXY TO BE VALID:

Owner Name: _____ Date: _____
Property Address: _____
Email Address: _____ Phone #: _____
Owner Signature: _____

How to Return Your Proxy/Absentee Ballot to Us

Via E-Mail: Send it to communication.mos@fsresidential.com no later than November 16, 2023 at 5:00PM
Via Mail: Mail back to 2002 Timberloch Pl, Suite 650, The Woodlands, TX 77380, to be received no later November 16, 2023 at 5:00PM.
Via Fax: 888.569.1155, no later than November 16, 2023 at 5:00PM.