



EXTENDED CALL FOR CANDIDATES

December 28, 2021

Dear Homeowner(s),

As managing agent of Travis Ranch Property Owners Association, Inc., we would like to inform you the deadline for returning a Candidate Form has been extended through January 12, 2022. The purpose of the upcoming meeting will be to elect one (1) member to the Board of Directors and to discuss normal business of the Association. Please take a moment to review the enclosures provided regarding duties of the Board of Directors. If you are interested in serving on the Board of Directors, please submit a completed Candidacy form before the deadline date noted above.

The tentative date for the annual election meeting is February 2, 2022. After the deadline for returning candidacy forms expire, a meeting packet containing the notice, ballot, draft agenda, and instructions on how to register for the meeting and cast your vote online will be sent out. Please note, you must be registered on the Association's website to cast your vote and receive periodic communications regarding the upcoming meeting and election.

To nominate yourself or another Member as a candidate for the Board of Directors, please complete the enclosed form and return it, using one of the available methods listed below. Due to the meeting being held virtually, floor nominations and write-in candidates will not be accepted during the meeting, therefore, it is very important that all Candidacy Forms be returned by or before **Wednesday, January 12, 2022, at 5:00 p.m.**

Candidate Forms may be returned via one of the following methods:

- **E-mail:** ashlyn@essexhoa.com
- **Fax:** (469) 342-8205 **Attn:** Ashlyn Nader (Please place Travis Ranch Candidate Form in Subject Line)

Or

Regular U.S. Mail:

Travis Ranch Property Owners Association, Inc.
c/o Essex Association Management, L.P.
Attn: Ashlyn Nader
1512 Crescent Drive, Suite 112
Carrollton, TX 75006

Should you have any questions about this notice or its enclosures, please submit your inquiry via the "Contact Us" tab located on your Association's website. We look forward to joining you at the upcoming Annual Election Meeting of the Members.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Travis Ranch Property Owners Association, Inc.

cc: HOA File
Enclosures: Candidacy Form

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030
www.travisranchhoa.com



Detail of Board of Directors' Duties

December 28, 2021

The following are excerpts from the Travis Ranch Bylaws and can be found in the Association's Governing Documents. The excerpts provided may not reflect all verbiage or sections outlined in the Association's documents:

2.8 Powers and Duties. The Board has all the powers and duties necessary for the administration of the Association and for the operation and maintenance of the Development. The Board may do all acts and things except those which, by law or the Documents, are reserved to the members and may not be delegated to the Board. Without prejudice to the general and specific powers and duties set forth in laws of the Documents, or powers and duties as may hereafter be imposed on the Board by resolution of the Association, the powers and duties of the Board include, but are not limited to, the following:

2.8.1 Appointment of Committees. The Board, by resolution, may from time-to-time designate standing or ad hoc committees to advise or assist the Board with its responsibilities. The resolution may establish the purposes and powers of the committee created, provide for the appointment of a chair and committee members, and may provide for reports, termination, and other administrative matters deemed appropriate by the Board. Members of committees will be appointed from among the Owners and Residents.

2.8.2. Manager. The Board may employ a manager or managing agent for the Association, at a compensation established by the Board, to perform duties and services authorized by the Board.

3.1 Designation. The principal officers of the Association are the president, the secretary, and the treasurer. The Board may appoint one or more vice-presidents and other officers and assistant officers as it deems necessary. The president and secretary must be directors. Other officers, may but need not, be members or directors. Any two (2) offices may be held by the same person, except the offices of president and secretary. If any officer is absent or unable to act, the Board may appoint a director to perform the duties of that officer and to act in place of that officer, on an interim basis.

3.5 Description of Principal Offices.

3.5.1. President. As the chief executive officer of the Association, the president: (a) presides at all meetings of the Association and of the Board; (b) has all the general powers and duties which are usually vested in the office of president of a corporation organized under the State of Texas; (c) has general supervision, direction, and control of the business of the Association, subject to the control of the Board; and (d) sees that all orders and resolutions of the Board are carried into effect.

3.5.2. Secretary. The secretary: (a) keeps the minutes of all meetings of the Board and of the Association; (b) has charge of such books, papers, and records as the board may direct; (c) maintains a record of the names and addresses of the members for the mailing of notices; and (d) in general, performs all duties incident to the office of secretary.

3.5.3. Treasurer. The treasurer: (a) is responsible for Association funds; (b) keeps full and accurate financial records and books of account showing all receipts and disbursements; (c) prepares all required financial data and tax turns; (d) deposits all monies or other valuable effects in the name of the Association in depositories as may from time to time be designated by the Board; (e) prepares the annual and supplemental budgets of the Association; (f) reviews the accounts of the managing agent on a monthly basis in the event a managing agent is responsible for collecting and disbursing Association funds; and (g) performs all the duties incident to the office of treasurer.

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A Letter to Travis Ranch Homeowners:

PLEASE ATTEND THE 2022 ANNUAL MEETING (VIRTUAL)

As a fellow Travis Ranch homeowner ending his term as your representative on the Board of Directors of the Travis Ranch Property Owners' Association, I am urging you to attend the 2022 Annual Meeting (virtual) of the Travis Ranch HOA on February 2, 2022, at 7:00 pm. This will be a virtual meeting and instructions from Essex as to how to log into this meeting are included separately; they will also be sent to all by e-mail.

Attending the Annual Meeting, especially in these current stressful conditions, is important as it shows that the residents care about their community. Yes, the virtual form of the meeting loses some of the personal element of an in-person meeting but it's what we have so please attend. And this year the Annual Meeting will have an important act: the election of the next resident member of the Board of Directors. As I write this there are three candidates, each of whom will be given five minutes to introduce themselves and set forth their qualifications. The deadline for applications has been extended until January 12, 2022, at 5:00 pm, so if you think you can serve your community in this capacity and are committed to meeting the responsibility, then submit your application, the form the available on the HOA website.

The balance of the meeting will be conducted largely just as it has been in prior years. Essex Management will present important reports about the operations of the HOA including required financial reports, as well as reporting on the status of developments during this past year including the new dedicated Constable Patrol and the success of the security cameras that have been installed at exits and entrances to the community. If time is left after the required business, we will try to present current information on some important common issues in the community.

Attending this meeting is also important because you will meet the people responsible for the practical operation of Travis Ranch HOA: Essex Management. If you have a problem, it helps to know the people you'll be dealing with. You'll also see the members of the Advisory Board Committee of residents who meet monthly to address the problems of the community and advise Essex on maintaining the community as a good and safe place to live and on enforcing community standards.

Please resolve to attend this meeting on February 2, 2022. It's important for you and for Travis Ranch, the community where you live.

Sincerely,
Ken Uding

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