

Brookwood Hills II HOA
Special Meeting of Members
This meeting is open to all Members

October 13, 2025
7:00 pm
St. Timothy's Presbyterian Church
3001 Forest Ridge Dr.

PURPOSE

Voting on Proposed CCRs (Declarations) & Bylaws

Proof of Meeting Notice - Signs posted at entrances to neighborhood, notice posted on HOA website, and email sent to all member registered email addresses.

MEETING RULES AND PROCEDURES

Pursuant to Article XIII Section 13.4 of the 2021 Bylaws, the Board requires the following rules and procedures be followed:

- We must have 47 members in person or by proxy in order to meet quorum requirements for the CC&R.
- We must have 38 members in person or by proxy in order to meet quorum requirements for the Bylaws.
- If Quorum requirements are met for Bylaws, but not for CC&R, only Bylaws portion of the Ballot will be recognized.
- Ballot Proxy Forms will be emailed out to members with registered email addresses, and will be made available on our HOA website.
- 2 Copies of the Ballot Proxy Form will be required.
 - a. One copy of the Ballot Proxy Form **MUST** be provided to proxy prior to the beginning of the meeting.
 - b. One copy of Ballot Proxy Form **MUST** be filed with the Secretary of the Association by the absentee homeowner no later than 2 hours before the appointed time of the meeting.
 - i. File Ballot Proxy Form at 2104 Pine Thicket Court in DropBox on Porch or email a copy to brookwoodhillsii@gmail.com.
- In order for Ballot Proxy Form to be counted, the designated Proxy **MUST** cast their executed copy of the Ballot Proxy Form during the vote, in order to vote for absentee member.
- Questions directly related to the act of voting itself will be taken before the voting begins. Please refrain from other questions until after the voting is completed.
- Only 1 Ballot Form may be cast per member household.
- A Ballot Form will be provided for members attending in person.
- A Ballot is cast, when it is completed in full and given to the Secretary of the Association.
- Incomplete Ballots will not be counted.
- If a member is recognized to speak, no other member may talk over the recognized member.
- Please silence your cell phone during the meeting.
- If you must take a phone call, please step out of the meeting until finished.

AGENDA

Roll Call & Establishment of Quorum

Answer additional questions pertaining to the voting process

Ensure everyone has a Ballot Form for voting

Start voting

Ensure all votes of members present or by proxy have been cast

Answer any additional questions

ADJOURNMENT