

Homeowners Association of Castlegate II, Inc.

3363 University Drive East, Suite 215

Bryan, TX 77802

(979)-764-2500

September 21, 2022

Dear Association Member:

The Homeowners Association of Castlegate II, Inc. requests your attendance at the 2022 Annual Homeowner's Meeting, to be held on **Tuesday, October 11th, 2022, at 7:00pm**. The meeting will take place at the Castlegate II Event Center, located at 4205 Norwich Drive, College Station, TX 77845.

Today, each Member with a valid email address on file was sent a link for Election Buddy, to be able to cast their votes electronically.

Please note that voting via electronic means (Election Buddy) constitutes casting a legal and binding Absentee Ballot. The names listed on the ballot are solely individuals that have applied to be considered for a nomination to the board at the annual meeting. In order to ensure the individuals you are voting for are in fact formally nominated, please attend the annual meeting in person. Additional individuals may be nominated from the floor that are not named on this ballot. By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these candidates or proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. 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.

Forwarding your Election Buddy email, sharing your private voting code, or otherwise allowing another person to cast a vote in your stead constitutes assigning them your proxy and assigns them all rights and reservations granted by same. You may vote electronically via Election Buddy and later choose to attend any meeting in person, in which case any in-person vote will prevail.

The meeting will also be available via Zoom for those who are not able, or do not wish, to attend in person. Please note that attending via Zoom is limited to observation only and does NOT allow you to be counted towards the quorum required for the meeting. You will be unable to vote or participate in the meeting unless you a) send a proxy with someone else, b) vote absentee via paper or Election Buddy, or c) attend in person.

Owner packets, including all financial documents and the agenda for the meeting will be posted on Beal's website on or before 5:30pm October 11th, 2022. Zoom link will also be posted at the same time. The packet will also be handed out to those who attend in person.

ON THE BALLOT

There only item on the ballot this year is the election of one new Director.

1. **New Board Election**—Each Member will be electing 1 Director to the Board of Directors to fill an expired term. ***On your ballot, you will select one (1) Director.*** Each vacancy created by an expired term, will be filled with a Director who will serve a 3 year term.

IMPORTANT REMINDERS

- If you are not planning to attend in person, or voting via absentee ballot/Election Buddy, but would like someone to cast your vote in your absence, you **MUST** sign and date the attached PROXY and send it to the meeting with the designated person. The person signing must be listed on the property deed. If a spouse is not listed on the deed, they WILL need a proxy to cast a vote.
- If you are naming a current Director or Beal Properties as your Proxy, your form **MUST** be emailed, mailed or delivered in person to Beal Properties, 3363 University Drive East, Suite 215, Bryan, TX 77802. Mail must be postmarked by October 3rd, 2022, or form must be emailed or delivered by October 11th, 2022 end of business.
- If you plan to attend the meeting via Zoom, or are simply not able to attend but would like to vote, you can vote via Election Buddy, or you can complete the attached Absentee Ballot. Ballots must have each page completely filled out and signed. You can email, mail, or deliver in person to Beal Properties, 3363 University Drive East, Suite 215, Bryan, TX 77802. Mail must be postmarked by October 3rd, 2022, or ballot must be emailed or delivered by October 11th, 2022 end of business.

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2022 ANNUAL MEETING ABSENTEE BALLOT – Page 1 of 1

If you are unable to attend the annual meeting, and wish to cast your vote via Absentee Ballot, please complete the ballot below and EMAIL or MAIL the completed form to:

Email this form to castlegateii@bealbcs.com or Mail to 3363 University Drive East, Suite 215, Bryan, TX 77802 (if mailed must be postmarked on or before October 3rd, 2022)

Please Print Clearly

Property Address: _____

Printed Name of Owner(s): _____

Signature of Owner: (Must be Signed to be Valid) _____

Dated this _____ Day of _____, 2022.

Election Directors (3 year term)

Information about the candidates can be found at www.castlegateiihoa.com

Castlegate II HOA Board of Directors Candidates – ***Please vote for one (1) Director.***

Billy Horn

James Richardson

Jun Zhang

John Mosbo

Write-in Candidate

Write-in Candidate

The names listed on this ballot are solely individuals that have applied to be considered for a nomination to the board at the annual meeting. In order to ensure the individuals you are voting for are in fact formally nominated, please attend the annual meeting in person. Additional individuals may be nominated that are not named on this ballot. If you would like to cast an absentee vote for someone not listed on this ballot, feel free to write in their name(s) on one of the blanks above. 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. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. 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.

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2022 ANNUAL MEETING PROXY

If you are unable to attend the Annual Meeting on October 11, 2022 in person, and wish to designate someone else to cast a vote in your stead, please complete the proxy below assigning your vote to another person or Association member who can attend. Your proxy may be another Association member, a family member, a member of the Board of Directors, or any other adult of your choice. Please note: Anyone voting who is NOT listed on the property deed of record MUST have a signed proxy in order to cast a ballot.

Proxy form must be hand carried to the meeting by the Proxy.

If assigning your proxy to a Director, please name the Director below and Email form to castlegateii@bealbcs.com, or Mail to 3363 University Drive East, Suite 215, Bryan, TX 77802 (if mailed must be postmarked on or before October 3rd, 2022).

Please Print Clearly

Property Address: _____

Printed Name of Owner(s): _____

Signature of Owner: (Must be Signed to be Valid) _____

Dated this _____ Day of _____, 2022.

2022 Annual Membership Meeting Proxy

The above signed hereby appoints: (Name of person who will be attending): _____, as their agent, and in their name and stead, to vote as their Proxy at the 2022 annual meeting of the Homeowners Association of Castlegate II, Inc., according to the percentage of votes assigned to them, to act for them on all matters that come before the membership at the meeting as fully as if they were present. This proxy applies to the October 11th, 2022 annual meeting and may be revoked by the above signed owner, in writing, at any time prior to the meeting.

For multiple parcels Owned, please list each address separately above or complete a separate Proxy form for each parcel owned.

Proxy form must be hand carried to the meeting by the Proxy.

CASTLEGATE II HOA

3363 University Drive, Suite 215
Bryan, TX 77802
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The Homeowner's Association of Castlegate II, Inc. requests your attendance at the 2022 Annual Homeowner's Membership Meeting to be held Tuesday, October 11, 2022 at 7:00 pm at the Castlegate II Event Center, 4205 Norwich Drive, College Station Texas 77845. If you wish to address the membership, please submit your request in writing no later than 5pm on Friday, October 7, 2022 to castlegateii@bealbcs.com

Homeowners Association of Castlegate II, Inc. **2022 Annual Meeting Agenda**

1. Call Meeting to Order
2. Roll call of Board Members
3. Proof of notice of meeting or waiver of notice
4. Reading of Minutes
5. Reports of Officers
 - President
 - Treasurer
 - Management
6. Reports of committees
 - Architectural Control Committee
 - Landscape Improvement Committee
 - Social Committee
7. Election of Director
 - Open floor for Nominations
 - Introduction of Candidates
 - Voting
 - Announcement of New Director
8. Unfinished Business
9. Adjournment