

WEST MEMORIAL CIVIC ASSOCIATION 2023 ANNUAL MEETING OF MEMBERS

DATE: Tuesday – May 23, 2023
TIME: 7:00 P.M. – 8:30 P.M.
PLACE: Community Clubhouse
22415 Kingsland Drive

Pursuant to the By Laws of the West Memorial Civic Association, the Annual Meeting of Members will be held each year. This will serve as formal notice of said meeting scheduled to follow the Agenda below:

- I. Call to order/confirmation of quorum
- II. Introductions
- III. Election of Directors – Three Positions Elected for Two Year Terms
- IV. Financial Report
- V. State of the Association – Open Forum
- VI. Adjourn

If you are unable to attend the meeting, you may grant your proxy to a neighbor to count for a quorum or submit the enclosed absentee ballot. Please note that the Association documents stipulate a quorum to be 10% of the total membership in person or by proxy/directive ballot. If at least 10% of the total membership are not present in person or by proxy/directive ballot, the election may not be held on record. Please forward the below proxy to: West Memorial Civic Association P.O. Box 940267, Houston Texas 77094 or fax to 281-391-7913 or give to a neighbor attending. If you wish to place your name on the ballot for the election of directors, please complete a Board Candidate Questionnaire (enclosed or found on website at www.westmemorial.org) or by contacting management and submit to Sherri Carey at scarey@highsierramanagement.com prior to the meeting date so that your information can be included on the website for membership review. You also have the option of completing an online Proxy or Absentee Ballot by logging on to www.highsierramanagement.com and selecting “Resident Services” to locate your community proxy and ballot. The floor will also be opened for additional nominations at the meeting.

West Memorial Civic Association 2023 Annual Meeting of Members PROXY

I/We _____ residing at _____
hereby assign this proxy for the meeting that is taking place for the 2023 Annual Meeting of Members for the West Memorial Civic Association to (*if left blank, to be used for Quorum only*) _____, scheduled for May 23, 2023, in the event there is no quorum established at said meeting, my proxy will stand for any continuance meeting.

Signature _____ Date _____

WEST MEMORIAL CIVIC ASSOCIATION, INC.
2023 ANNUAL MEETING OF MEMBERS
ELECTION OF DIRECTORS
ABSENTEE/ELECTRONIC BALLOT NOTIFICATION

Annual Meeting Scheduled for May 23, 2023

By casting your vote via absentee/electronic ballot you will forgo the opportunity to consider and vote on any additional Board of Director Candidate nominated from the floor at the meeting, if a quorum is obtained and the meeting is held. If you desire to retain this ability, please attend the meeting in person or appoint a proxy in your absence. You may submit an absentee/electronic ballot and later choose to attend the meeting in person, in which case any in person vote will prevail. The electronic version of the below absentee ballot and enclosed proxy information can be found on the management website by logging on to www.highsierramanagement.com. You will then find the West Memorial - 2023 Annual Meeting-Election of Directors Online Absentee Ballot or 2023 Annual Meeting-Proxy in the "Resident Services" section of the site, under "Online Forms." Should the required quorum of members not be achieved for the initial meeting, all ballots and proxies received will count toward any continuance thereof. Candidate information may also be found on the Association website, as well as the management website under the online voting/proxy forms.

I (We) hereby cast our vote for election to the Board of West Memorial Civic Association, Inc. Due to the fact that Candidate nominations can be taken from the floor at the meeting, the ballot available at the Annual Meeting is subject to change. Write in candidates will be accepted and formally nominated at the meeting but they must be a qualified owner of property within the Association. If a written in candidate's formal ownership cannot be verified, the write in nomination will be disqualified. There are three (3) positions available for election to the Board of Directors for two (2) year terms. In the case of duplicate ballot submissions, the ballot with the most recent date will be used and all others disqualified.

Please vote for up to and no more than three (3) candidates by placing a mark in the box next to your choice(s). Any ballot showing more than three (3) votes will be disqualified but the person voting will be contacted to provide the opportunity for re-submittal. Candidates are listed in alphabetical order.

- Elizabeth Cortes (Incumbent)
- Lindy Rajput (Incumbent)
- Kathie Weir (Incumbent)
- Write In Nomination _____ Address _____
- Write In Nomination _____ Address _____

All absentee/electronic ballots must provide the following information in its entirety to be qualified and accepted:

Printed Name: _____ Property Address _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please return this form no later than close of business on May 23, 2023 via mail or email scan to:

West Memorial Civic Association, Inc.
c/o High Sierra Management
Po Box 940267
Houston, Texas 77094
Email: scarey@highsierramanagement.com

WEST MEMORIAL CIVIC ASSOCIATION
Board Candidate Questionnaire

This questionnaire is intended for any property owner interested in being considered for election to a Board position for a two year term. Please note it is not a requirement that you fill out this form or provide any of the information asked for below to seek election to the Board. However, these questions are designed to assist the membership in comparing qualifications while working toward a selection that best meets the needs of the community. *****The personal contact info you complete below will not be shared with the general membership and is only for management contact purposes.*****

Property Owner Name: _____

Property Address: _____

Email: _____

Phone: _____

1. Discuss your background, expertise or any experience that you feel best qualifies you for a Board of Directors position. (For example: occupation, organizations, education, special interests, regular meeting attendance, HOA committees, previous or existing involvement in an HOA, etc.)

2. Why are you interested in volunteering for a Board position?

3. What do you feel are the most important issues facing the community i.e. what motivated you in deciding to volunteer?

4. Board member commitments vary from a couple of hours of email a week and 3-4 hours of meetings in any given month. Is there anything that would preclude you from volunteering your time to fulfill this commitment?

5. What is your community volunteer experience or Board meeting attendance, if any, with West Memorial CA?