

TWO SUNSET POINTE HOMEOWNERS ASSOCIATION, INC.

NOTICE OF THE 2021 VIRTUAL ANNUAL MEETING OF THE MEMBERS

February 25, 2021

6:30 PM

Zoom Virtual Meeting

Please join the meeting from your computer, tablet, or smartphone

<https://zoom.us/j/5502996838?pwd=d0Q3eldWQj8zMVRSWXVSWHdpakVBUT09>

Meeting ID: 550 299 6838

Passcode: 368248

Dear Sunset Pointe Homeowner,

You are invited to attend the virtual 2021 Two Sunset Pointe Homeowners Association, Inc. Annual Meeting via Zoom. Please join the meeting from your computer, tablet, or smartphone on Thursday, February 25, 2021, at 6:30 PM Central Time.

The Board of Directors, Community Manager, and other SBB Management Company Staff will present an update on the Association.

The agenda for the meeting will consist of only the following items:

- Association Reports presented by the Board of Directors and Management Report.
- Board of Directors Election Results will be announced at the meeting.

Due to the current restrictions, this year's Annual Meeting will be held virtually. Please note that there will be no in person voting, registration, or nominations from the floor. All voting will be held either online or you may choose to vote using the enclosed absentee /proxy ballot in the Board member election. We ask that you approve the minutes of the 2020 Annual meeting, included in this packet. There is only one vote cast per household. All votes will be tallied before the meeting and the election results will be announced.

There are two (2) open positions on the Board of Directors for a two (2) year term. This year we have received candidate forms from two (2) homeowners.

The Bylaws state that to hold the Annual Meeting and conduct the Association's business, there must be a quorum present. A quorum is the number of homes represented either in person, by online voting, or by absentee ballot. The quorum that is required to hold the meeting is ten (10) percent or 329 homes. If the Annual Meeting's quorum is not present by online voting and/or absentee/proxy ballots, the Association must recall the meeting.

Please take a moment to cast your vote for two candidates or for quorum purposes either online or by casting an absentee/proxy ballot. Please send an absentee/proxy ballot to TSPfrontdesk@sbbmanagement.com. Absentee ballots and any questions or comments must be received at the HOA office no later than 5:00 PM Central time on February 24, 2021. Online voting begins February 1, 2021 and ends on February 22, 2021 at 5:00 PM. Please ensure your absentee/proxy ballot has your name, address, and signature on the ballot to be considered for the ballot count.

Enclosed, you will find the current Candidate Nominees, an Absentee Ballot, Question and Comments form, and Minutes of the 2020 Annual Meeting, and instructions for the online voting. If you vote online or by absentee ballot, your vote will count for the quorum that is needed to hold the meeting.

Two Sunset Pointe HOA
2300 Dawn Mist Dr.
Little Elm, TX 75068
Office: 469-362-0580 Fax: 469-362-0396
TSPfrontdesk@sbbmanagement.com

**** THERE WILL BE DRAWINGS THROUGHOUT THE MEETING FOR OWNERS WHO
CAST AN ONLINE VOTE OR SEND IN THEIR ABSENTEE/PROXY BALLOT.**

2021 Board of Directors Candidates



Lou Hash

I am currently a Real Estate Agent with Keller Williams Frisco Stars. I have extensive experience with negotiating contracts and working with various building contractors. I spent the previous 35 years in machinery and building repair and maintenance management with the Leggett & Platt, Russell Stover Candies and Kmart Corporation. I am a current member and volunteer at Hope Fellowship Frisco West campus. My wife and I love to travel and spend time with our 5 children, 14 grandchildren and our great, granddaughter with another great grandchild on the way. In my spare time I like to work on and cruise around town in one of my 2 classic Corvettes. I became involved in the Two Sunset Pointe HOA because I love living here and wanted to contribute my knowledge and experience to the HOA to continue to make our neighborhood the best place to live in the area for our families and friends.



Mark Howlett

I have served my previous community as President and a member of the Arch Review Committee. I enjoy our community, believe in the structure of HOA's and have a solid understanding of our current bylaws. I believe in the freedom of homeownership while maintaining the standards of the HOA. Items I've led in the past as a HOA member included approval of resident modifications to home and property (paint, landscape etc.) in addition to overseeing large renovation to common area (pool, pool house, and privacy wall replacement). I believe in making sure our residents have a say in the operation of our community and have solid representation. I would be honored to serve.

Homeowners should receive an email from Two Sunset Pointe HOA/Election Buddy with a link which will take them to the voting page.

This link is sent only to the primary email on file. Each household is only allowed to vote once, no matter how many email addresses are listed on the owner's account.

Vote now: Two Sunset Pointe HOA - Two Sunset Pointe Test Election

You are invited to vote in the Two Sunset Pointe HOA Two Sunset Pointe Test Election.

The voting deadline is Feb 22 2021 5:00pm Central Time (US & Canada).

We are using an online election system to tabulate our votes. You have been assigned a unique access key which can only be used to vote once. Do not forward this email. Do not reply to this email to vote, as your vote will not be registered.

If you have election questions, feedback or want to be removed from future ballot lists, please email Diane Barta at tspfrontdesk@sbbmanagement.com.

To vote, visit:
secure.electionbuddy.com/8TKH-DXDJ-SLCH-BCCE

Or copy and paste the link into your web browser.

You can also visit secure.electionbuddy.com/ballot and enter "8TKH-DXDJ-SLCH-BCCE" to vote.

Clicking the link will take homeowners to the voting page.

There are 3 items on which owners can vote.

1. **Vote For Quorum.** Choose Yes or Abstain.

Vote For Quorum	
Select exactly 1 of 1 option or choose abstain to vote for none of the options.	
The Bylaws state that to hold the Annual Meeting and conduct the Association's business, there must be a quorum present.	
A quorum is the number of homes represented either in person, by online voting, or by absentee ballot. The quorum that is required to hold the meeting is ten (10) percent or 329 homes. If the Annual Meeting's quorum is not present by online voting and/or absentee/proxy ballots, the Association must recall the meeting.	
Please cast your vote for quorum purposes here.	
Option	
Yes - I vote to meet quorum.	<input type="radio"/>
Abstain	<input type="radio"/>

2. **Vote To Approve the 2020 Meeting Minutes.** Choose Yes or Abstain.



If you would like to review the minutes before voting, please click the link to go to the Two Sunset Pointe website.

Approval of 2020 Annual Meeting of the Members Minutes	
Select exactly 1 of 2 options or choose abstain to vote for none of the options.	
To view the minutes from the 2020 Annual Meeting of the Members, please click here to go to twosunsetpointe.com .	
Option	
Yes - I approve the minutes	<input type="radio"/>
Abstain	<input type="radio"/>

3. **Vote For The Board Of Directors Candidates.** Choose one, two, or Abstain.

Board of Directors Candidates

Select up to 2 of 2 candidates, with a minimum selection of 1 candidate or choose abstain to vote for none of the candidates.
There are two vacancies on the Board of Directors. Please vote for at least one of the candidates or abstain..

Candidate		
	Lou Hash Information	<input type="checkbox"/>
	Mark Howlett Information	<input type="checkbox"/>
Abstain		<input type="checkbox"/>

Verify your selection

Once the owner has made their decision for each item, click “Verify your selection.”

The owner will then be asked to verify the information presented.



Review your choices below. To change, choose 'Edit ballot' or to finalize and vote, choose 'Submit ballot'

Vote For Quorum
Yes - I vote to meet quorum.

Approval of 2020 Annual Meeting of the Members Minutes
Yes - I approve the minutes

Board of Director Candidates
Lou Hash
Mark Howlett

« Edit ballot

Submit ballot »

If the information is correct, please click “Submit ballot.”

The owner will then receive a verification code and email confirming they have voted.

Two Sunset Pointe Homeowner Association, Inc.

Professionally Managed by SBB Management Company, AAMC ® *An Accredited Association Management Company*

NOTICE OF THE 2021 VIRTUAL ANNUAL MEETING OF THE MEMBERS THURSDAY, FEBRUARY 25, 2021, 6:30 PM

ABSENTEE/ PROXY BALLOT

**To vote by Absentee/Proxy ballot, complete this form and mail, email, or drop off your complete form to Two Sunset Pointe Homeowners Association, Inc.
The deadline is February 24, 2021 at 5:00 PM.**

Option 1 - Vote by Proxy, complete the top portion of this form only.

As a Member and/or Homeowner of the Two Sunset Pointe Homeowners' Association, Inc., I hereby appoint:

Chairperson of the Meeting

As my duly authorized proxy with full powers of substitution to represent the undersigned and cast as indicated below all votes that the undersigned is entitled to vote at the above stated Annual Meeting and at any adjournment(s), postponement(s), rescheduling (s), or other call(s) thereof, on any other business which may properly come before the meeting in such manner as he or she determine to be in the best interest of the Association; hereby revoking any proxy heretofore given by the undersigned.

Homeowner's Name (Please Print)

Signature of Homeowner

Homeowner's Property Address

Date

Option 2 - Vote by Absentee Ballot. Please complete this bottom portion only.

I vote to approve the minutes of the 2020 Annual Meeting.

I vote for quorum purposes only.

Please vote for two (2) candidates only by selecting the boxes below:

Lou Hash

Mark Howlett

Homeowner's Name (Please Print)

Signature of Homeowner

Homeowner's Property Address

Date

DELIVERY INSTRUCTIONS FOR ABSENTEE/PROXY BALLOT:

**The completed Absentee/Proxy Ballot must be delivered via Two Sunset Pointe Homeowners Association, Inc.
2300 Dawn Mist Drive, Little Elm, TX, 75068. Email to TSPfrontdesk@sbbmanagement.com.
The deadline is February 24, 2021 at 5:00 PM.**



VIRTUAL 2021 ANNUAL MEETING OF THE MEMBERS

FEBRUARY 25, 2021

SPEAKER QUESTIONS FORM

You may submit your questions, comments, or concerns via this form by mail, email, or dropping it off at the on-site HOA office located at 2300 Dawn Mist Drive, Little Elm, TX 75068. No later than February 24, 2021 by 5:00 PM.

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

I WOULD LIKE TO BE ADDED TO THE WEEKLY EBLAST: ___ YES ___ NO

I WOULD LIKE TO RECEIVE HOA COMMUNICATION VIA EMAIL: ___ YES ___ NO

QUESTION: _____

PLEASE SIGN: _____

Please submit this form via Email or at the onsite HOA office
No later than February 24, 2021 at 5:00 pm central time.

TWO SUNSET POINTE HOMEOWNERS ASSOCIATION, INC.

TSPfrontdesk@sbbmanagement.com

2300 Dawn Mist Drive

Little Elm, TX, 75068

**TWO SUNSET POINTE
HOMEOWNERS ASSOCIATION, INC.
ANNUAL MEETING OF HOMEOWNERS
FEBRUARY 20, 2020
MINUTES**

CALL TO ORDER/WELCOME

The 2020 Annual Meeting for Two Sunset Pointe Homeowners Association was called to order at 7:01 pm by Jason Miller, Board President. Jason introduced himself, Nick Musteen, Vice President, Lacey Cullison, Secretary, Jennifer Donaldson, Treasurer, Darrell White, Director and the SBB Management Team; On-site Community Manager, Diane Barta, Natalie Guyton, Administrative Assistant, Richard Lester, Compliance Coordinator, and Vanessa Burch, Director of On-site Operations.

VERIFICATION OF QUORUM - PROOF OF NOTICE OF MEETING

Jason Miller asked Diane Barta to confirm that quorum was met, Diane replied that quorum has been met. Jason Miller verified that the Annual Meeting notice was mailed on January 29, 2020.

APPROVAL OF 2019 MINUTES

Jason Miller asked the homeowners for a motion from the floor to approve the 2019 minutes. A motion was made, seconded and passed to approve the 2019 annual meeting minutes.

CALL FOR BOARD CANDIDATE NOMINATIONS

Lacey Cullison called for a motion to open the floor to anyone that wanted to run for the Board. A motion was made, seconded and passed. There were no nominations from the floor. Lacey asked for a motion to close the floor to nominations. Motion was made, seconded and passed to close the floor.

CANDIDATE INTRODUCTION

Lacey Cullison introduced the five candidates, Lou Hash, Jason Miller, Nick Musteen, Nandhakumar Swaminathan, and Darrell White. Each candidate was given 3 minutes to address the homeowners. Lacey then invited all candidates to take questions from the homeowners. There were no questions from homeowners.

ELECTION

Lacey Cullison then asked the homeowners to cast their votes on a ballot. The ballots were collected by the SBB Management team. The SBB Management team tallied the votes and homeowner Mr. Madhavan Pillai volunteered to witness as the votes were tallied.

ASSOCIATION REPORTS

Jason Miller, Board President reviewed the 2019 completed projects, 2020 goals, and Community facts.

Jason Miller introduced Jennifer Donaldson, Treasurer to review the 2019 financials, major expenses and the 2020 budget.

Jason Miller introduced Diane Barta, On-site Community Manager, who presented an overview of SBB Management and the responsibilities of SBB Management and the Board of Directors.

ELECTION RESULTS

Lacey Cullison, Board Secretary announced the election results. Jason Miller, Darrell White, and Nandhakumar Swaminathan were elected to the 2020/2021 Board of Directors.

QUESTION AND ANSWERS

Jason asked for anyone who has a speaker form to please pass it to the front to be addressed. Topics asked included: additional amenities, cars parked on the street, additional street lights, Neighborhood Watch, adding dog station at Woodlake and Sunflower, and holiday decorations.

ADJOURN

Jason Miller called for a motion to adjourn the meeting. A motion was made, seconded and the motion passed. The meeting adjourned at 7:41PM.

Lacey Cullison, Secretary

Date