



March 5, 2019

**Notice of Annual Meeting of the Members**

Thursday, March 28, 2019 at 7:00 pm

Dear Homeowner(s) of Townes of Buckingham,

As the Managing Agent for **Townes of Buckingham Townhome Owners Association, Inc.**, we are pleased to announce that the Annual Meeting of the Members has been scheduled for **Thursday, March 28, 2019**. The purpose of this meeting is to discuss normal business of the Association, to present information on current Association affairs and to elect one (1) member to the Board of Directors.

Enclosed in this packet you will find the agenda, the Board candidacy form and a proxy. **Even if you plan on attending it is important that you return your proxy as unforeseen circumstances may occur, preventing you from being able to attend. The Annual Meeting cannot be held unless quorum requirements are met, either in person or by proxy. If a meeting must be reconvened for a later date, additional costs to the Association are incurred.**

Date: Thursday, March 28, 2019  
Time: 7:00 pm – 8:00 pm  
Location: Richland Elementary School  
Cafeteria  
550 Park Bend Drive  
Richardson, Texas 75081

**Check in will begin at 6:30 pm.** We look forward to seeing you there on **Thursday, March 28, 2019**. To view the agenda please visit the Association's website at [www.townesofbuckingham.com](http://www.townesofbuckingham.com). Should you have any questions about the agenda or the upcoming meeting you may submit an inquiry via the "Contact Us" tab and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,  
On behalf of Townes of Buckingham Townhome Owners Association, Inc.

cc: HOA File  
Enclosures: Draft Agenda, Candidacy Form, Proxy