



October 28, 2019

Notice of Special Meeting for Elections plus other Association Business

Tuesday, November 19, 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 Special Election Meeting of the Board of Directors has been scheduled for **Tuesday, November 19, 2019 at 7:00 pm**. The purpose of this meeting is to hold elections of two (2) members to the Board of Directors and to discuss normal business of the Association and to present information on current Association affairs.

Enclosed with this notice you will find the draft agenda, proxy and candidacy form. **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 Special Meeting for Elections plus other Association Business Meeting of the Members cannot be held unless quorum requirements are met, either in person or by proxy. You may assign your proxy to a Member of the Board or to a neighbor of your choice who will be in attendance.**

Date: Tuesday, November 19, 2019
Time: 7:00 pm – 8:00 pm
Location: Richland Elementary School
550 Park Bend Drive
Richardson, Texas 75081

Check in will begin at 6:45 pm. We look forward to seeing you there on **Tuesday, November 19, 2019**. To view the agenda please visit the Association's website at www.townesofbuckingham.com. If 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, Proxy & Candidacy Form

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