



**Orchard Park of Lubbock Homeowners Association
Membership Meeting
December 3, 2020
7:00 PM**

AGENDA

Call to Order

- Determine votes present by roll call or check-in procedure
- Announcement of Quorum
- Proof of Notice of Meeting
- Approval of minutes of preceding meeting

Board Report

- 2020 In review

Financial Report

- Proposed 2021 Budget

Election

- 2021 HOA dues
- Board of Directors

New Business

Adjourn

*By separate notice, you will receive information how to submit your electronic vote, as well as additional detail regarding this matter.



**ORCHARD PARK HOMEOWNERS ASSOCIATION, INC.
NOTICE OF ANNUAL MEETING OF MEMBERS
TO BE HELD ON DECEMBER 3, 2020**

It is our pleasure to give you notice of and invite you to attend the Annual Meeting of the members of the Orchard Park Homeowners Association, Inc. (the "Association"), which will be held at **7:00 p.m. on the Third (3rd) day of December 2020, at the office of Texas Hawkize Property Management, located at 3917 114th St., Lubbock, Texas 79423**. In an abundance of caution, and in an effort to abide by the CDC guidelines* for current mandated provisions of public meetings, the Membership Meeting will have **very limited** **seating at 3917 114th St. and will require reservations. Due to the limited seating, the meeting will also be held via ZOOM virtual teleconference. The teleconference meeting can be joined online at

<https://us02web.zoom.us/j/85054336330?pwd=UmV5K1ovdFFWwktpNjJjR2dKVXowdz09>

Meeting ID: 850 5433 6330 Passcode: Orchard

This notice is being provided in accordance with Article Fourteen of the Bylaws of the Association.

A proposed agenda and proxy form for the Annual Meeting of Members are enclosed for your consideration and review. The Board of Directors has included such proxy form with this notice in the event you are unable to attend the Annual Meeting and would like to designate an individual to attend the meeting in your place and vote on your behalf. If you choose to use the proxy form included with this notice, a blank line is provided in the proxy form where you may designate the proxy-holder of your choice. In the event you fail to designate a proxy-holder, yet deliver the executed proxy form to the Association prior to the meeting, the President of the Association will be your designated proxy-holder. **To be effective, the proxy form must be signed and dated.**

A signed proxy form can be either mailed, hand-delivered, or emailed to the Association at the address below or presented to the Association's Treasurer, Mike Marshall, at the Annual Meeting, but prior to the time the meeting is called to order. If you elect to mail or email your signed proxy form to the Association, the proxy form must be received by no later than 5:00 p.m. Central Time on December 3, 2020 to be effective. If you elect to have your signed proxy form presented to the Treasurer, such proxy form must be received prior to the time the meeting is called to order to be effective.

A COMPLETE PROXY FORM THAT IS TO BE RETURNED BY EITHER EMAIL OR MAIL SHOULD BE SENT TO:

Orchard Park Homeowners Association, Inc.

3917 114th St.

Lubbock, Texas 79423

Email: info@HawkizeMgmt.com



Either of the following conditions will result in a voided proxy form:

1. if the proxy form is not signed
2. if the proxy form is not dated

We look forward to your presence and input at the Annual Meeting of the Association and thank you for your continuing interest in the Association.

Sincerely,
The Board of Directors

* CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect members of the general public. Wearing a cloth face covering, however, does not replace the need to practice social distancing. Disposable facial masks and hand sanitizer will be provided at the meeting for your convenience.

Attendants acknowledges that participation, if attending the Annual Membership Meeting (Activity) in person, includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist. Attendants knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID-19, even if arising from the negligence or fault of the Released Parties; and Attendants hereby knowingly assume the risk of injury, harm and loss associated with the Activity, including any injury, harm and loss caused by the negligence, fault or conduct of any kind on the part of the Released Parties. Orchard Park HOA and any of its agents do not assume or warrant any responsibility to prevent the exposure of any Attendant.

**Reserved seating is based on a "First come, first serve" basis. Reservations can be made at 806-368-4007 and will be limited to 10 seats only for the evening.