**NOTICE OF 2025 ANNUAL MEETING OF**

**UNIVERSITY HEIGHTS PHASE 1 OWNERS ASSOCIATION, INC.**

Dear Member:

 It is our pleasure to give you notice of and invite you to attend the Substitute Annual Meeting for the Annual Meeting of the members of University Heights Phase 1 Owners Association, Inc. (the “**Association**”). **The Annual Meeting will take place at 5:30 p.m. on May 27, 2025 at University Heights Leasing Office, 3612 Kenyon Drive, College Station, TX 77845.** This notice is being provided in accordance with the Bylaws of the Association.

As you know, University Heights Phase I Owners Association, collectively, the Declarant under the Declaration of Covenants, Conditions and Restrictions for University Heights Phase I Owners Association as amended (the **“Declarant**”). The Elected Member, Thomas Patterson, Director, is no longer eligible to be the Director of the HOA due to change of home ownership, with an effective date of September 16, 2024 . As permitted by the Declaration and Texas law, it will be necessary for the owners to elect his replacement to the Board. The term of the Director position is three years, 2025 through 2027.

A proposed agenda for the Annual Meeting of members is enclosed for your consideration and review. Also enclosed with this notice are 1) a proxy form; and (2) a candidate profile information sheet (see last paragraph for procedures associated with nominations to the Board). ***This is an important step for your community and it is important that your vote be counted. All members are encouraged to attend the Annual Meeting; however, if you do not plan to attend the meeting, please consider providing your proxy to another member who will attend the meeting. A form proxy is attached to this notice.***

If you choose to use the proxy included in the notice, a blank line is provided in the proxy 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 to the Association prior to the meeting, the President of the Association will be your designated proxy holder. The proxy can be mailed, emailed, faxed or delivered to the Association at the address below, or presented to the Secretary (or the Secretary’s designee) at the meeting but prior to the time the meeting is called to order. If you elect to mail, email, fax or hand deliver your proxy to the Association, the proxy must be received by 5:00 p.m. C.S.T., at least three (3) days prior to the Annual Meeting to be effective. If you elect to have your proxy presented to the Secretary, proxies must be received prior to the time the meeting is called in order to be effective. Please note that if you elect to send your proxy to the Association, it is advisable that you sign two proxies and provide one original to your proxy holder. This will enable the proxy holder to present the proxy to the Secretary at the meeting in the event the proxy mailed, emailed, faxed or delivered to the Association was not received on a timely basis.

The current Board of Directors extends to you the opportunity to nominate yourself or another owner as a candidate for election to the Board of Directors. Nominations are open to any member in good standing and should be made using the attached form. Please submit your nominations to: University Heights Phase 1 Owners Association, Inc. by: (1) Email at**hoa@arenagrp.com****; or** (2) U.S. Mail directed to University Heights Owners Association, Inc., c/o The Arena Group, Attn.: Natalie Farrell, P.O. Box 276, Wellborn, Texas 77881. The deadline for receipt of nominations is May 20, 2025. Please be advised that nominations may also be made from the floor during the meeting.

 Sincerely, the Board of Directors

**MAY 27, 2025 ANNUAL MEETING AGENDA**

5:15 p.m. Registration

5:30 p.m. Introductions

Call to Order, President

 Roll Call and certifying proxies

 Proof of Notice of Meeting or waiver of notice

 Reading of minutes of preceding meeting

 Reports of officers

 Election of Director

 Unfinished business

 New Business

 Adjournment

# **VOTING PROCEDURES**

Procedures for voting are set forth in *Article 3* of the Bylaws. You may vote in one of the following manners:

1.  Attend the Annual Meeting on May 27, 2025 and vote in person.

**OR**

2.  Complete a proxy form (copy enclosed) to designate someone to vote on your behalf. The completed proxy may be: (i) submitted to the Secretary of the Association or the Secretary’s Designee prior to the call to order of the Annual Meeting; **OR** (ii) mailed, emailed, faxed or delivered to:

**University Heights Phase 1 Owners Association, Inc.**

**c/o Natalie Farrell, The Arena Group**

**Mailing Address: P.O. Box 276, Wellborn, Texas 77881**

**Physical Address: 1645 Greens Prairie Rd Ste 204, College Station, Texas 77845**

**Email:** **hoa@arenagrp.com**

If you elect to mail, email, or deliver the completed proxy, it must be **received** by 5:00 p.m. C.S.T., at least three (3) days prior to the Annual Meeting.

**The person designated as the proxy must be present at the meeting in which the proxy will be voted. If the proxy is mailed, emailed, faxed or delivered, please provide your proxy holder a duplicate original of the proxy. If the proxy is not received within the deadline above, a duplicate original proxy may be submitted prior to the call to order of the Annual Meeting.**

A member who signs a proxy may revoke it at any time before it is voted, and if a member signs more than one proxy, the later proxy shall revoke the earlier one. If a member signs a proxy and registers to vote in person at the Annual Meeting the proxy will be automatically revoked.

Any one of the following conditions will result in a voided proxy:

* If the proxy is not signed
* If the proxy is not completed (other than failure to designate a proxy holder which in such event the President of the Association will be the designated proxy holder)
* If the proxy is mailed, emailed, faxed or delivered but not received within the time periods set forth in these instructions

The following are enclosed in this packet:

* Official Notice of the Annual Meeting
* Proxy Form for the Annual Meeting

**THIS NOTICE IS ISSUED BY THE AUTHORITY OF THE BOARD OF DIRECTORS OF UNIVERSITY HEIGHTS PHASE 1 OWNERS ASSOCIATION, INC.**

**UNIVERSITY HEIGHTS PHASE 1 OWNERS ASSOCIATION, INC.**

**PROXY**

**Annual Meeting of the Members**

**May 27, 2025 at 5:30 p.m.**

**University Heights Leasing Office, 3612 Kenyon Drive, College Station, TX 77845**

| **PROXY**The undersigned member(s) hereby appoint(s) \* as proxy agent with full power of substitution and with discretionary authority, to vote the number of votes to which I (we) am (are) entitled to vote at the Annual Meeting of University Heights Phase 1 Owners Association, Inc., a non-profit Texas corporation (the “**Association**”), to be held at the time and place set forth above, and at any adjournment, as fully and with the same effect that the undersigned would be entitled to if personally present, to vote for the election of one (1) owner to the Board of Directors.This proxy revokes all proxies previously granted by me (us) with respect to the Association and shall be valid for this meeting only. **If you own more than one (1) property, you can add no more than seven (7) properties to the proxy form.**  |
| --- |

The undersigned hereby ratifies and confirms all that said proxy agents may lawfully do by virtue hereof or certifies its vote for the above-listed homeowners (one owner only needs to sign).

Name (Print)

Signature

Address/Unit No.

Date

\*\_\_\_\_\_For Quorum Purposes Only (if you are unable to attend the meeting and do not wish to designate a proxy, please check for quorum purposes only)

RETURN COMPLETED PROXY TO THE ASSOCIATION PRIOR TO 5:00 P.M. C.D.T. ON MAY 22, 2025 TO:

**University Heights Phase 1 Owners Association, Inc.**

**c/o Natalie Farrell, The Arena Group**

**Mailing Address: P.O. Box 276, Wellborn, Texas 77881**

**Physical Address: 1645 Greens Prairie Rd Ste 204, College Station, Texas 77845**

**Email:** **hoa@arenagrp.com**

In the event you fail to designate a proxy holder, yet deliver the executed proxy to the Association prior to the meeting, the President of the Association will be your designated proxy holder.

**UNIVERSITY HEIGHTS PHASE 1 OWNERS ASSOCIATION, INC.**

**CANDIDATE PROFILE INFORMATION:**

**Name:**

**Street Address:**

**Mailing Address:**

**Telephone Number:**

**E-mail Address:**

**Occupation:**

**Education:**

**Previous Community Association or Non-Profit Experience:**

**If elected to the Board, please describe your goals for University Heights community:**

**Nominee Signature:**

**Street Address:**

**Printed Name:**

**Date:**

***Please return this form by May 22, 2025***

**MEMBER SUBMITTING NOMINATION:**

**Printed Name:**

**Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

RETURN COMPLETED CANDIDATE PROFILE TO THE ASSOCIATION PRIOR TO 5:00 P.M. C.D.T. ON MAY 22, 2025 TO:

**University Heights Phase 1 Owners Association, Inc.**

**c/o Natalie Farrell, The Arena Group**

**Mailing Address: P.O. Box 276, Wellborn, Texas 77881**

**Physical Address: 1645 Greens Prairie Rd Ste 204, College Station, Texas 77845**

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