

October 4, 2021

Dear Homeowner(s),

As managing agent for Bear Creek Ranch Community Association, Inc., we are pleased to announce that an Online/Telephonic Annual Election Meeting of the Members has been scheduled. The purpose of the meeting will be to elect one (1) member to the Board of Directors and to discuss normal business of the Association. This notice is to provide Class A Members who are interested in serving on the Board of Directors the opportunity to submit a Candidacy form.

If you would like to nominate yourself or another Member as a candidate for the Board of Directors, please complete the enclosed form and return it, using one of the available methods listed below. Due to the meeting being held online/telephonically, floor nominations and write-in candidates will not be accepted during the meeting, therefore, it is very important that all Candidacy Forms be returned by or before the deadline date below.

For the candidate's name to be placed on the ballot, completed candidacy forms <u>must be received</u> no later than <u>Monday</u>, <u>October 18, 2021, at 5:00 p.m.</u>

Candidate Forms may be returned in any one of the following manners:

- E-mail: <u>brendon@essexhoa.com</u> Place in subject line: Bear Creek Ranch HOA Candidate
- Fax: (469) 342-8205; Attn: Brendon Herrera
- Regular Mail: Bear Creek Ranch Community Association c/o Essex Association Management, LP. Attn: Brendon Herrera 1512 Crescent Drive, Suite 112 Carrollton, TX 75006

After the deadline for returning a candidate form expires, we will send the Meeting Notice Packet that will contain information for registering for the meeting as well as the Ballot, Candidate form of each candidate, the Proxy, and Draft Agenda. **Please note:** when you register for the meeting you will receive an email with information on how to log into the meeting.

Sincerely,

Essex Association Management, L.P., Managing Agent On Behalf of Bear Creek Ranch Community Association, Inc.

cc: HOA File Enclosures: Candidacy Form

> Essex Association Management, L.P. 1512 Crescent Drive, Suite 112 Carrollton, TX 75006 Phone: (972) 428-2030 Fax: (469) 342-8205 www.bearcreekranchhoa.com