



CERTIFIED MANAGEMENT OF AUSTIN, LLC

BROOKFIELD

2019 ANNUAL MEETING NOTICE

There will be a meeting of the Brookfield Owners Association:

Date: Monday, May 20, 2019

Registration: 6:30 p.m.

Time of Meeting: 7:00 p.m. – 8:00 p.m.

Place: Wieland Elementary School Cafeteria
900 Tudor House Road
Pflugerville, TX 78660

Important agenda items will be: (a) Report of Officers, (b) Election of two (2) homeowner's to the Board of Directors, and (c) any other new business.

Ballot: This is notice pursuant to state law that owners in Brookfield Owners Association wishing to run for the board and appear on the director's election ballot must submit their request to the association. Owners must email their name and bio requesting to be placed on the director election ballot to Vangie Bocanegra at vangieb@cmaustin.com. **Request must be received by May 7, 2019.**

Proxy: Enclosed is a proxy for the meeting. Please fill it out and return it to Certified Management, 101 River Hills Drive Georgetown, Texas 78628. You may also fax it to Certified Management at (512) 339-1317 or e-mail it to frontdesk@cmaustin.com.

In order to meet our quorum requirements we must have 5% of the homeowners return their proxy or attend the meeting. If we fail to meet quorum and are required to reschedule the meeting, there is an additional meeting cost of to the Association of approximately \$2,000 to send new notices and hold the meeting again. When you sign and return your proxy you do not give up your right to vote at the meeting should you attend.

Thank you for your attention to this important matter. If you have any questions regarding the annual meeting, please call our office at 339-6962, or email at frontdesk@cmaustin.com.

Notice Date: April 26, 2019