

Rosebrook Homeowners Association, Inc.  
Professionally Managed by Rose City Property Management, Inc.  
P.O. Box 167 • Bullard, TX 75757  
Office 903-630-6355 – Fax 903-630-6356

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### NOTICE OF THE 2016 ANNUAL MEETING

In accordance with the Bylaws, Article IV, Section 4.4, for Rosebrook Homeowners Association, Inc., you are hereby given notice that the Annual Meeting of the Members which per Article IV, Section 4.1 is required to be held annually:

**May 24, 2016 at 6:30 PM**  
**First Baptist Church – Whitehouse**  
**801 East Main Street, Whitehouse, TX 75791**

The Association is a non-profit corporation and as such, is required to hold an Annual Meeting of the Members in accordance with the laws of the State of Texas. The meeting is called for the purpose of conducting Association business.

Rosebrook Homeowners Association, Inc. order of business is as follows:

- A. Announcement of a Quorum
- B. Proof of Notice of Meeting or Waiver of Notice
- C. Reading and Approval of 2015 Meeting Minutes
- D. Ongoing Association Business
- E. Election of New Board of Directors
- F. New Business

**All five (5) Board positions are up for election this year. If you are interested in running for a board position please complete and return the enclosed candidacy form.** If you have any questions or concerns that you would like addressed at the meeting, please list those below and return to Carrie Montgomery at Rose City Property Management, Inc. no later than May 23, 2016. You may return your comments by mail, fax or email at the addresses listed below.

I would like the following to be addressed at the Annual Meeting:

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**It is very important that you attend this meeting. To conduct a homeowners' meeting, a quorum of 15% (9 owners) of the members must be present in person or by Proxy.** Enclosed you will find a Proxy form. Please complete the Proxy and return to our office no later than Monday, May 23, 2016 Even if you plan to attend the meeting, please sign the Proxy and send to our office. Your Proxy will be returned to you at the meeting, should you attend in person.

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**c/o Rose City Property Management, Inc.**  
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**Bullard, Texas 75757**  
**Office 903-630-6355 – Fax 903-630-6356**  
**carrie@rosecitymanagment.com**  
**www.rosecitymanagement.com**

## PROXY

I, the undersigned, being the Owner of record of the Property identified below, do hereby give and grant, upon the terms and conditions herein set out, my revocable proxy to consent and to vote, and in all other respects to act, in my name, place and stead as a Member of Rosebrook Homeowners Association, Inc. in the same manner and to the same extent and with the same effect that I might were I personally so to consent, vote or otherwise act.

To \_\_\_\_\_, OR to the President of the Association, OR in the instance of his absence, incapacity or unwillingness so to act as my Proxy, to the Secretary of the Association.

The above-designated Proxy holder is hereby appointed to vote on my/our behalf for all matters considered at the Annual Meeting of Rosebrook to be held Tuesday, May 24, 2016 or at such meeting that may be re-scheduled, adjourned and recessed and reconvened by the Board.

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this Proxy.

EXECUTED to be effective on the date indicated below.

Date \_\_\_\_\_ Owner/Member \_\_\_\_\_

Property Address \_\_\_\_\_

**Please Mail, Fax or Email this form, no later than Monday, May 23, 2016 to:**

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**ROSEBROOK HOMEOWNERS ASSOCIATION, INC.  
DECLARATION OF CANDIDACY  
BOARD OF DIRECTORS**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PERSONAL HISTORY: (family members, interests, education, etc.)** \_\_\_\_\_

**PERTINENT EXPERIENCE/QUALIFICATIONS: (employment history, prior experience in a homeowner's association, prior experience on a committee, or Board of Directors, etc.)** \_\_\_\_\_

**DESIRE/REASON FOR RUNNING FOR THE BOARD OF DIRECTORS (interest in neighborhood, improvements in the community, etc.):** \_\_\_\_\_

**PLATFORM/EXPECTATIONS TO COMPLETE WHILE ON THE BOARD assist the neighborhood in City projects, (desire to have a neighborhood voice in educational issues, etc.):** \_\_\_\_\_

**COMMITMENTS THAT WILL ASSIST/DETER YOU FROM SERVING ON THE BOARD OF DIRECTORS (travel, employment, regular meetings, etc.):** \_\_\_\_\_

**OTHER COMMENTS:** \_\_\_\_\_

This form may be returned to Rose City by mail, fax or email to:  
P.O. Box 167, Bullard, TX 75757  
carrie@rosecitymanagement.com or fax to (903) 630-6356

# ROSEBROOK HOMEOWNERS ASSOCIATION, INC.

*-Managed by Rose City Property Management, Inc.-*

## COMMITTEE SIGN-UP

The following committees will be implemented. If you would like to join one or more committees please fill out the information below and return to Carrie Montgomery with RCPM, Inc.

### GROUNDS/LANDSCAPE COMMITTEE

- Identify and recommend needs for common areas relating to mowing, chemicals, flower beds, pond and irrigation.
- Review bids and recommend to the Board services/contracts necessary for maintenance and beautification of common areas.
- Communicate to management company issues relating to G/L.
- Implement various programs events (i.e. Yard of the Month, holiday decorating contests).

### CRIME WATCH/SOCIAL COMMITTEE

- Coordinate and Organize activities and efforts that build neighborhood relationships, unity and participation.
- Solicit materials, coupons, certificates, etc from local businesses for social events.
- Serve as the neighborhood representative for the homes in your immediate area.
- Work with the neighbors in your area to be aware of any crime watch/safety matters and report any concerns to the HOA/Local Authorities.
- Serve as the liaison between your block and the HOA.
- Organize the annual "National Night Out " event and other crime watch events.
- Assist HOA in its efforts to communicate information to all homeowners.

### DOCUMENTS COMMITTEE

- Review documents from other associations.
- Highlight the areas of the current documents that should be changed.
- Review state laws to ensure that the revised documents have new state laws incorporated into the new version of CC&R's.
- Present the documents to the Board to review and approve to send to an attorney to provide final review and approval of all changes.

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### I WOULD LIKE TO VOLUNTEER FOR THE FOLLOWING COMMITTEE(S).

GROUNDS/LANDSCAPE: \_\_\_\_\_ CRIME WATCH/SOCIAL: \_\_\_\_\_ DOCUMENTS COMMITTEE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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