

Willow Trace HOA  
205 Paloma Dr  
Temple, TX 76502

Colby Property Management  
205 Paloma Dr  
Temple, TX 76502

#### NOTICE OF 2024 ANNUAL MEETING

In accordance with the Bylaws governing the Willow Trace HOA, and at the direction of the Board of Directors, notice is hereby given this date, 2/26/2024, that the Annual Meeting of the Association will be held at the time and place specified herein:

Date: Wednesday, April 17, 2024

Time of Meeting: 6:00 PM

Place: Zoom Webinar  
www.WillowTraceHOA.com  
**PRE-REGISTRATION REQUIRED**

Important agenda items will be the election of Director(s), reports of officers and review of the previous year financials. **If quorum is not met at this meeting, the next meeting attempt will be held in 2025.**

Enclosed is a **proxy**. If you are unable to attend the meeting, please complete the proxy and return it by US mail, email to [Manager@ColbyHOA.com](mailto:Manager@ColbyHOA.com), or give your signed proxy to another resident.

Also enclosed is a nomination form. If you are interested in serving on the Board of Directors, please complete the nomination form and return it with your proxy. Nominations are due no later than 4/11/2024. Our office **WILL** confirm receipt of your nomination by sending you a confirmation of receipt via email; if you do not receive a confirmation of receipt, it is your obligation to contact our office!

If you have any questions regarding the meeting or proxy, please call or email our office at your convenience.

## Willow Trace HOA

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Annual Meeting  
Wednesday, April 17, 2024  
6:00 PM

### Agenda

- \* Call Meeting to Order / Certify Quorum
- \* Approve Minutes of 2023 Annual Meeting
- \* Financial Reports / Report of Officers
  - No questions are taken during Reports
- \* Director Election (1 seat)
  - 1 seat with term through 2026
- \* New Business
  - Questions on topics not covered in existing HOA materials (see website)
- \* Announce Director Election Results
- \* Adjourn (no later than 7:00pm)

*Immediately following the Annual Meeting, the Board of Directors will hold a Called Meeting to elect Officers*

Willow Trace HOA

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Annual Meeting  
Wednesday, April 17, 2024

Meeting Proxy

I/We \_\_\_\_\_,  
being the owner(s) of \_\_\_\_\_  
(address), do hereby authorize and appoint \_\_\_\_\_ to be  
my/our proxy to represent me/us on the issues to be discussed at the Annual homeowners'  
meeting of WILLOW TRACE RESIDENTIAL COMMUNITY INC; to be held on  
Wednesday, April 17, 2024 at 6:00 PM at the Zoom Webinar, [www.WillowTraceHOA.com](http://www.WillowTraceHOA.com),  
**PRE-REGISTRATION REQUIRED**; and to vote on my/our behalf on the issues submitted  
to vote at this meeting, or in the event a quorum shall fail to attend, at such time and place as  
the adjourned meeting shall be resumed. This proxy shall remain in full force and effect until  
such time as the meeting is held with quorum and then adjourned. **If proxy assignment is  
left blank, signed proxy is deemed to be assigned to the Board President.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Please sign and return this meeting proxy at your earliest convenience to Willow Trace HOA, c/o Colby Property Management, 205 Paloma Dr, Temple, TX 76502. You may also send it by email to [Manager@ColbyHOA.com](mailto:Manager@ColbyHOA.com), or give your signed proxy to another resident to present at the meeting.

Willow Trace HOA

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Nomination Application for the Board of Directors Election  
Annual Meeting  
Wednesday, April 17, 2024

I, \_\_\_\_\_, submit my name for consideration for the Board of Directors of WILLOW TRACE RESIDENTIAL COMMUNITY INC.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Information Regarding Nominee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign and return this form to Willow Trace HOA, c/o Colby Property Management, 205 Paloma Dr, Temple, TX 76502. You may also send it by email to [Manager@ColbyHOA.com](mailto:Manager@ColbyHOA.com). Deadline to submit is 4/11/2024