



# IMPORTANT!

## The HOA needs your PROXY

The Grayhawk Association of Homeowners, Inc. will be holding its Annual Meeting on Wednesday, December 6. In order to get a quorum so the meeting can be officially held, it is urgent that as many homeowners as possible complete, sign and turn in their PROXY. This is important even if you think you will be attending, so that quorum can be assured in case something unforeseen comes up. **Here are the ways you can turn in your proxy (choose one):**

1. **New this year** is the ability to complete your proxy through the website. If you choose this method, the form will automatically be emailed to the management company. You will not have to scan/email, fax or mail your form! Here's how to utilize this new feature:
  - Go to the community website, [www.grayhawkfrisco.com](http://www.grayhawkfrisco.com) and Log In.
  - Your homeowner dashboard will be displayed and the proxy e-form will appear.
  - Click these items:
    - Click for Chairperson or Other. If other than the chairperson, be sure to type in their name in the box provided.
    - Type in your signature – this must match your name as registered on the website.
    - Click in the box to "authorize submission".
    - Review the form to make sure all is how you want it to be. Click "Submit Form".
  - The website will email your form to SBB Management Company and will email you a copy as well.

**Note: You may only submit your electronic proxy one time so be sure the form is completed to your wishes before you click Submit Form.**

2. Scan your completed and signed proxy and email to: [r.doobraj@sbbmanagement.com](mailto:r.doobraj@sbbmanagement.com)
3. Drop off your proxy in the lock box which is located at the main gate of both pools:

South pool	North pool
12467 Ducks Landing	13825 Grayhawk Blvd.
4. Fax to Attention: Raj Doobraj at 972 991 6642.
5. Mail to SBB Management Company at 8360 LBJ Freeway, Suite 300, Dallas, TX 75243, Attention: Raj Doobraj.

***Don't forget that your proxy will automatically enter you into a drawing for a chance at one of the six (6) checks, \$200 value each. The drawings will take place at the Annual Meeting, IF a quorum has been achieved! (Need not be present to win.)***

Please call 972 960 2800 and ask for Raj (ext. 338) or Betty (ext. 316) or email [board@grayhawkfrisco.com](mailto:board@grayhawkfrisco.com) if you have any questions. Deadline to submit your proxy is **noon on Tuesday, December 5, 2017**. Thank you for your assistance – the HOA cannot hold an official meeting without a quorum, which will cost the HOA (you!) more money and will impede the necessary business of the HOA. Thanks!