



## IMPORTANT!

### The HOA needs your PROXY/BALLOT

The Grayhawk Association of Homeowners, Inc. will be holding its Annual Meeting on Monday, November 14, 2022. 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/BALLOT. 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/ballot (choose one):**

1. **Again this year** is the ability to complete your proxy/ballot 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, drop off or mail your form! Here's how to utilize this 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/ballot 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.
    - Click to approve or not approve the Annual Meeting Minutes from 2021.
    - Click to approve or not approve the tax election for IRS Revenue Ruling 70-604.
    - Click to vote for three (3) Board member candidates. Do not vote for more than three.
    - 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/ballot 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: [b.crudden@sbbmanagement.com](mailto:b.crudden@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: Betty Crudden at 1-(888) 980-0985
5. Mail to Grayhawk Annual Meeting, c/o SBB Management Company at 12801 North Central Expressway, Suite 1401, Dallas, TX 75243

***Don't forget that your proxy/ballot will automatically enter you into a drawing for a chance at one of the six (6) gift cards, \$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 Betty (ext. 3316) or email [board@grayhawkfrisco.com](mailto:board@grayhawkfrisco.com) if you have any questions. Deadline to submit your proxy is **noon on Monday, November 14, 2022**. 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!