

STERLING KNOLL ASSOCIATION, INC.
2615 BAY AREA BOULEVARD
HOUSTON, TEXAS 77058
281-480-2563 VOICE 281-480-2608 FAX

October 6, 2021

Dear Neighbors:

The Annual Members Meeting of the Sterling Knoll Association is scheduled for 7:00 p.m. on Monday, October 18. The Association has a members meeting once every year to elect Board members to carry on the necessary Association activities for the following year. For an annual meeting to be convened 10 percent of our membership must either attend the meeting or submit their proxies/absentee ballots. The meeting will be held at the William H. Williams Recreation Center, 15000 McConn. The purpose of the meeting is to fill positions on the Association's Board of Directors and to report on the activities of the Association.

Your Association is governed by a five-member volunteer Board. Each of the five serves a three-year term, with one term expiring this year. Incumbent George Brownfield is running for election. Any interested homeowner is also invited to submit their name for consideration. Nominations will also be accepted from the floor of the meeting. Floor nominations require a nomination, a second, and the nominee's consent. Nominees will be asked to give a brief presentation at the meeting.

As mentioned above, a quorum of 10% of the membership present in person or by proxy/absentee ballot is required in order to conduct the meeting. We realize that not everyone will be comfortable attending an in-person meeting given the ongoing Covid concerns. If you are a homeowner who will not be attending, please complete the proxy/absentee ballot with your name and address, fill in the name of the person who will be representing you at the meeting, and sign the proxy/ballot. If you do not know anyone who will be attending, you may designate the Board of Directors to represent you. Proxies assigned to the Board will be split equally among those Board members not running for re-election.

The Board cannot emphasize enough the importance of the annual meeting to continuing the work of the Association. If you have any questions concerning the meeting, please contact a Board member or Kathy Dooley at 281-480-2563. We look forward to seeing you at the meeting!

Sincerely,

*Board of Directors
Sterling Knoll Association, Inc.*

AMY PHILLIPS SUSAN SINCLAIR GEORGE BROWNFIELD
TANYA CLAGGETT RUTH RABAGO

**Sterling Knoll Association
2021 Annual Members Meeting
October 18, 2021
PROXY/ABSENTEE BALLOT**

KNOW ALL MEN BY THESE PRESENTS:

The undersigned owner(s) of the property identified as _____, located within
(property address)

the Sterling Knoll Association hereby constitute and appoint _____
(name of representative)

as nominee and proxy with powers of substitution for and in the name and place of the undersigned, to appear, represent, and cast votes only as I specifically instruct in reference to the following matters to come before the Sterling Knoll Association meeting to be held on October 18, 2021 at 7:00 p.m., at the Williams H. Williams Recreation Center at 15000 McConn St.

Check only ONE of the following three choices:

For Quorum Purposes Only

_____ I hereby authorize and instruct my proxy to be used **only** for the purpose of establishing a quorum.

General Powers

_____ I hereby authorize and instruct my proxy to use his/her best judgment on all matters which properly come before the meeting as may be authorized by Article III, Section 5. Proxies of the Sterling Knoll Association By Laws.

Limited Powers/Absentee Ballot

_____ I hereby specifically authorize and instruct my vote to be cast in reference to the following matters (*Election of Board Members*). I understand that by casting my vote via absentee ballot I forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.

Election of Board Members

Please mark your votes for candidates to be elected to the Board of Directors. You may vote for **one** candidate.

_____ George Brownfield

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done via execution of the undersigned's voting rights in the premises, whether at the meeting referred to above, or at any change, adjournment, or continuations of the meeting, and revoke all prior proxies previously executed. In no event shall this proxy/absentee ballot be valid for a period longer than 180 days after the date of the meeting for which it was given. Proxy/absentee ballot is voided upon my attendance at such meeting.

Signature: _____

Date: _____

Name (printed): _____

Address: _____

Proxy may be placed in the name of any member of the Board of Directors or a neighbor or someone you know who will personally attend the meeting. If not designated, proxies will be placed generically to the Board of Directors. Proxies must be submitted prior to the convening of the meeting. A representative designation is not required for absentee ballots. Please mail proxies/absentee ballots to Sterling Knoll Association, 2615 Bay Area Blvd., Houston, TX 77058 or fax to 281-480-2608, or email to CBricker@CMSIsolutions.com.