



6 CHANCES TO WIN!

\$200 Award!

Send in your Absentee Ballot/Proxy form for the Grayhawk Association of Homeowners, Inc. 2024 Annual Meeting to be ELIGIBLE FOR THE DRAWING! Six (6) gift cards will be available to win, a \$200 value each. Six (6) lucky homeowners will win!

Note: The drawing will only be held if there is a quorum present at the meeting by proxy. SUBMIT YOUR BALLOT/PROXY! GET YOUR NEIGHBORS TO SUBMIT THEIR PROXIES!



Only owners in the Grayhawk HOA are eligible. Proxy/ballots must be signed by the homeowner to be valid. Proxies must be received by noon on December 3, 2024. You need not be present at the meeting to win.

2024 ANNUAL MEETING



Professionally Managed by SBB Community Management
An Accredited Association Management Company
ANNUAL MEETING NOTICE
Tuesday, December 3, 2024

Dear Grayhawk Homeowners,

Grayhawk Association of Homeowners, Inc. will hold its 2024 Annual Meeting in the **Stafford Middle School cafeteria** on **Tuesday, December 3, 2024** starting at 7:00 p.m. Stafford Middle School is located at 2288 Little River Road, Frisco, Texas 75033. The meeting will also be held via Zoom (log-in information is below). The Agenda is:

- I. Call Meeting to Order
- II. Introductions / Overview
- III. Guest Speaker – Ronny Nelson, Simply Horticulture – Winter/Spring Landscape Prep
- IV. Proof of Notice of Meeting / Waiver of Notice
- V. Financial Review
- VI. 2024 Annual Review
- VII. 2025 Association Outlook
- VIII. Questions & Answers
- IX. Adjourn Meeting

This meeting is the Annual Meeting of homeowners, as required by state law and your governing documents. To keep the association legally compliant, this meeting must be held with a documented quorum of homeowners in attendance physically, or by proxy. If you cannot attend the meeting, it is imperative that you submit the attached proxy/ballot in order to help meet quorum requirements and allow the meeting to be legally held.

If a quorum is not present in person or by proxy, the Association's business cannot be conducted, and another date must be set at an additional cost to the Association. Your attendance is encouraged to hear a review of 2024 and plans for 2025, but sending your proxy/ballot in advance is essential so the meeting can be held. Submit the completed proxy/ballot online via the website, www.grayhawkfrisco.com, or by scanning and emailing to b.crudden@sbbmanagement.com, by fax, or by placing it in the lock box at the gate area of either swimming pool. ***By sending in your proxy, you will be eligible for the drawing for one of the six (6) \$200.00 gift cards, even if you do not attend the meeting.*** If you attend only by Zoom (without sending in your proxy/ballot), you will not be counted for quorum or voting, so please be sure to send in your proxy/ballot form! (One proxy/ballot per household.)

There are no open Board seats this year, as all Board members' terms are still active. There is a lot of activity in the association, and all owners are encouraged to both send in their proxy/ballot and to attend the meeting to learn about everything going on. It is also a good opportunity to meet your neighbors and the Board members who lead the association.

Should you have any questions concerning the meeting, please feel free to contact me. You are encouraged to get in touch if you have any topics you would like discussed at the meeting.

Sincerely on behalf of the Board of Directors,

Betty Crudden

Betty Crudden, CMCA®, AMS®, PCAM®
Senior Community Manager
SBB Management Company, AAMC®

ZOOM Log In:

Topic: Grayhawk Annual Meeting

Time: Dec 3, 2024 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92875480274?pwd=Cebj7LsrgCCIW7asQN2HdudcEV0GIa.1>

Meeting ID: 928 7548 0274

Passcode: 020194

One tap mobile

+13462487799,,92875480274#,,,,*020194# US (Houston)

Grayhawk Association of Homeowners, Inc.

ABSENTEE BALLOT

AND

PROXY

2024 ANNUAL MEETING

PROXY

I/we, the undersigned, hereby revoke any previous proxies and do hereby give and grant to the person identified below ("**Proxy Holder**") my/our revocable proxy to vote and act on my/our behalf as a Member of Grayhawk Association of Homeowners, Inc. (the "**Association**"), at the Annual Meeting of the Association **scheduled for December 3, 2024**, or as such meeting may be rescheduled, adjourned or recessed and reconvened, for the stated purposes of voting on such matters as may properly come before the meeting of Members. If I **do not** cast my vote on the matters set forth below in the Absentee Ballot, my Proxy Holder is authorized to vote on my behalf, in his or her discretion, in the same manner and to the same extent and with the same effect as if I/we was/were personally present at such meeting and consented or voted:

I do hereby appoint the individual identified below as my Proxy Holder:

Check only one: The Chairperson of the Meeting, OR

_____ (another individual)

Where I/we am/are present in person at said meeting and elect to cast a vote on my own behalf such action will supersede and suspend the effectiveness of this proxy. Where I/we have given my/our written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy.

ABSENTEE BALLOT

This Absentee Ballot will allow you, as a member of the Grayhawk Association of Homeowners, Inc., to cast your vote on the following matters in lieu of attending the Annual Meeting of the Association scheduled for December 3, 2024, or as such meeting may be rescheduled, adjourned or recessed and reconvened.

APPROVAL OF MINUTES. (The 2023 Annual Meeting Minutes are included in the Meeting Notice, or are available for review on the website, www.grayhawkfrisco.com).

With regard to the Minutes of the 2023 Members of the Association Annual Meeting:

Check only one: I approve the Minutes of the 2023 Annual Meeting.

I vote not to approve the Minutes of the 2023 Annual Meeting.

APPROVAL OF ELECTION UNDER IRS REVENUE RULING 70-604:

Check only one: I approve the Election.

I vote not to approve the Election.

Continued on next page

**** Per State law, ballots are kept *strictly* confidential. State law also requires that a ballot be signed and in writing in order to be valid. ****

**** Although none of the items on the Absentee Ballot will be changed at any meeting, State law requires the following to be included when votes are solicited by absentee ballot: “By casting your vote by absentee ballot you will forgo the opportunity to consider and vote upon any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. 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.”**

DATED AND EXECUTED this _____ day of _____, 2024.

Print Homeowners Name

Date

Homeowner Signature

Address in Frisco, TX 75033

To send in your Absentee Ballot and Proxy:

Choose the method easiest for you:

- * Complete and submit the ballot/proxy form online via the website, www.grayhawkfrisco.com.
- * Scan both pages of the executed document and email to b.crudden@sbbmanagement.com.
- * Drop off in one of the lockboxes at the main gate of each pool (12467 Ducks Landing or 13825 Grayhawk Blvd.)
- Fax both pages of the executed document to 1-(888) 980-0985, attention: Betty Crudden
- Mail both pages of the executed document: Attention: Grayhawk Annual Meeting
SBB Community Management
12801 N. Central Expressway, Suite 1401
Dallas, TX 75243

* Due to current slowdowns in the USPS mail service, online, email, FAX or drop-off submittal is strongly suggested.

MUST BE RECEIVED NO LATER THAN NOON ON TUESDAY, DECEMBER 3, 2024.



Grayhawk Association of Homeowners, Inc.
Annual Meeting
MINUTES
December 5, 2023



Time: 7:00 p.m.
Location: Stafford Middle School Cafeteria and via Zoom

- Meeting called to order at 7:00 p.m. Present were Board members John Beck, Brad Boercker, Alex Nestor, Tinika Draper, Mike Rosenfeld and Jeff Denman. Betty Crudden, Belinda Cogburn, Bianca White and Michelle Alvarez were present from SBB Management. John announced that quorum was not met. The meeting adjourned for 15 minutes. At 7:15 p.m. the meeting was re-opened and the quorum was achieved by the reduction of the quorum requirement to 10% per the First Amendment to the Bylaws.
- The Board of Directors and SBB Management Company were introduced.
- Proof of Notice of Meeting was waived.
- The Annual Meeting Minutes for 2022 were approved as written.
- Sargent Stephen Byrom with the Frisco Police Department gave a presentation on the Neighborhood Watch Program and crime statistics for the area.
- 2023 Annual Review – A PowerPoint presentation was shared and John and other Board members spoke on several topics:
 - Architectural Control Committee (ACC) – John went over the function of the ACC and that the purpose is to help maintain property values. There were 372 ACC forms received between October 2022 and September 2023. The average number of days from request receipt to decision response is 5 days. John announced the need for more volunteers for the committee.
 - Beautification – John reported that there was a continued focus on repairs and needed maintenance. Items of improvement included: removal of the diseased Leyland Cypress trees, repaired the roofs for both pool houses, repaired, replaced and added stone walls at Panther Creek and Grayhawk Blvd. The South Pool was replastered, some pool furniture was replaced and new landscaping was installed. Plumbing was repaired at both pools, and the parking lots were restriped. All tree canopies surrounding the ponds were trimmed. 12 irrigation controllers were replaced with smart controllers which saved 33% on standard cost. The system is payable over 3 years. The system allows for the irrigation to be monitored, adjusted and diagnosed online. The new system should reduce the overall cost of irrigation maintenance.

- Hill Remediation – John reported that the engineering firm has presented an option for the issues with the Hill, a retaining wall design with vinyl pier system. The Hill cannot have boulders because the soil cannot support the weight. Further design is ongoing.
 - City Liaison/Safety Committee – Tinika went over the function of this committee and reported that they held a kickoff meeting for the Neighborhood Watch Program. Members of the committee attended numerous City Planning Meetings and worked with the City of Frisco police department to bring additional patrols into the neighborhood.
 - Communications – Jeff reported on the communications committee. The Google Workspace migration has been completed. There were 6 invite events and 20 email blasts to homeowners.
 - Social/Holiday – Brad reviewed the social events held during the year: Spring Fling, 4th of July, Fall Festival, Diwali, Halloween Decorating Contest, and the Christmas light display contest, Cookies with Santa is coming up. Brad thanked Nikki Jones and all the volunteers for their contributions to each of the events throughout the year. There was a review of the major events planned for 2024.
 - Financial Review – Brad gave a brief review of the financial status of the association. He discussed the 2024 budget and said that there would be no assessment increase for 2024. Brad reviewed the Payment Solutions Initiative (PSI) program. This is a new automated system for collecting delinquent accounts. Each collection step includes a letter/certified letter to homeowners with a payment plan option. Since the implementation of the PSI program there has been a significant decrease in delinquent accounts. This is better for both the homeowners and the Association.
 - There was a review of the violation process. First notice, final notice, PC209 certified letter, then violation fines start. Landscape maintenance violations are the most common issue in the community.
 - Real Estate Report – Suzanne was not present but had provided a report that was included in the PowerPoint presentation. Currently there are 11 homes active on the market. Time on the market is between 8 and 176 days.
- 2024 Outlook – The new Board will set priorities for 2024. They will continue to encourage homeowner involvement by building committees and hope to obtain more volunteers for activities. The Board will continue to focus on maintenance and repairs. They will contract an updated Reserves Study. The Board is currently reviewing three proposals. The Hill Remediation Project has a high priority and will be moving to resolution. Financial arrangements will be put into place. The bid specifications will be released, and Cobb Fendley will handle the bid process.

- Election of Board of Directors – There were four positions available and four candidates running for the positions. The candidates were Adrienne Hudson, Brad Boercker, George de Shields, and Alex Nestor. Betty reported that these four had been elected through Absentee Ballots and she asked for a motion to elect the candidates by acclamation. A motion was made, seconded and approved.
- Betty announced that the 2022 Minutes and the IRS Revenue Ruling 70-604 were approved by Absentee Ballot vote.
- The drawing was held for six (6) \$200 gift cards. The winners were 13414 Mannheim, 14209 Rising Star, 13348 Bayfield, 1170 Red Hawk, 12762 Swan Lake and 1416 Pelican.

With no further business to discuss, the meeting was adjourned at 8:55 pm.



IMPORTANT!

The HOA needs your PROXY/BALLOT

The Grayhawk Association of Homeowners, Inc. will be holding its Annual Meeting on Tuesday, December 3, 2024. 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 unexpected 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 to be counted. 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 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 2023.
 - Click to approve or not approve the tax election for IRS Revenue Ruling 70-604.
 - 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/ballot (both pages) and email to: 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 (this is the least recommended method).

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 to speak to our Community Manager, Betty (ext. 3316), or email board@grayhawkfrisco.com if you have any questions. Deadline to submit your proxy is **noon on Tuesday, December 3, 2024**. 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!