

# Timber Creek Preserve Phase 2 Homeowners Association

## Member Guide to the Special Meeting

Hello member(s) of the Timber Creek Preserve Phase 2 HOA. The Board of Directors prepared this guide to help you understand how a special meeting is conducted and why this particular meeting is being called. We recognize that not everyone is familiar with HOA meeting procedures or the purpose of this specific meeting, so this page is designed to give you a clear overview before you attend.

### Why is a Special Meeting Being Called?

A special meeting is being called because Samuel Dorsey of 28 Cypress Street circulated a petition asking members to request a special meeting. Under the HOA's governing documents, members have the right to petition for a special meeting when a sufficient number of signatures are collected. Since that threshold was met, the Board is required to schedule the meeting.

### What Is This Special Meeting About?

The petition asked members to request a special meeting for the following purposes:

- To remove all current members of the Board of Directors
- To hold an election for new board members
- To consider adopting a set of new bylaws drafted by Mr. Dorsey

### How Is a Special Meeting Conducted?

A special meeting follows a structured process based on the HOA's bylaws and loosely follows standard parliamentary procedure. Key points include:

- **The Board President presides over the meeting.**  
Their role is to ensure the meeting stays orderly, fair, and within the scope of the notice.
- **Members must sign in to verify eligibility to vote.**
- **Discussion occurs before any vote,** with the chair recognizing speakers one at a time.

### What Is a Proxy and How Is It Used?

A **proxy** allows a member who cannot attend the meeting to authorize another member to vote on their behalf. You may name a specific member or select the "Board of Directors". A proxy grants the holder the right to vote by the member who issued it. Proxies help ensure that members who cannot attend still have their votes counted.

If you have any questions, you may reach out to us at [board@tcp2hoa.com](mailto:board@tcp2hoa.com)