



## **DAVID FLOYD & ASSOCIATES, INC.**

*A Property Management Company*

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Brentwood, TN 37027

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### **OFFICIAL MEETING NOTICE**

**February 18, 2022**

**To: Brentwood Pointe II Homeowners**  
**From: David Floyd & Associates, Inc.**  
**Re: 2022 Annual Homeowners Meeting**

**DATE: March 3, 2022   TIME: 6:00 PM   PLACE: Brentwood Pointe II Clubhouse**

The 2022 Annual Homeowners Meeting will be held on March 3, 2022 at 6:00 PM at the Brentwood Pointe II clubhouse. The primary order of business of this meeting will be to review the HOA's financial position, budget, accomplishments, and goals and to elect Board members.

If you will be unable to attend the meeting, please complete the enclosed proxy form to appoint an individual of your choice to vote on your behalf. The completed proxy form may be returned by emailing it to [proxies@dfloydassoc.com](mailto:proxies@dfloydassoc.com), faxing it to (615) 297-9340, or by giving it to the individual that you have proxied to represent you at the meeting. *Please do not submit a proxy if you plan to attend the meeting.*

As a reminder, the HOA fee increased to \$180 per month effective January 1, 2022. If you have not begun paying the new amount yet, you may add an additional amount to your next payment to make up the difference.

HOA information such as budgets, financial reports, governing documents, etc. can be viewed at [BrentwoodPointe2.com](http://BrentwoodPointe2.com). If you have not already done so, you will need to register for full access to the website.

If you have any questions, please email us at [BrentwoodPointe2@gmail.com](mailto:BrentwoodPointe2@gmail.com) or call 615-297-2924.

Kindest regards,

**David Floyd & Associates, Inc.**  
*Managing Agent for Brentwood Pointe II HOA*

**BRENTWOOD POINTE II HOA**

***2022 Annual Homeowners Meeting Proxy Form***

I/We, being the owner(s) of the following address: \_\_\_\_\_  
appoint \_\_\_\_\_, *(the HOA Secretary will vote this proxy if this line is left blank)*, to be my/our proxy, to represent me/us at the 2022 Annual Homeowners Meeting on all matters and issues submitted to a vote at this meeting or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. This proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\*\*Please return the proxy form via one of the following methods\*\*\***

1. Email the completed proxy form to proxies@dfloydassoc.com (this can be done by taking a picture of the form with a cell phone or by scanning the form).
2. Fax the completed proxy form to (615) 297-9340.
3. Provide the completed proxy form to the individual that will be representing you at the meeting (this individual would need to bring the completed proxy form to the meeting).