



Call for Candidates!

February 9, 2023

Dear Homeowner(s),

As the Managing Agent for **Sutton Fields Homeowners Association, Inc.**, we are pleased to announce that a Virtual Special Election Meeting of the Members will soon be scheduled. The purpose of this meeting is to elect two (2) members to the Board of Directors and to discuss normal business of the Association.

Enclosed with this notice you will find a blank candidacy form. If you would like to nominate yourself or another Member as a candidate for the Board of Directors, please complete the form and return it, using one of the available methods listed below. **There will be no write-in candidates or floor nominations allowed, ALL VOTING WILL BE HELD ONLINE.** For the candidate's name to be placed on the ballot, a completed Candidacy form must be received no later than **Thursday, February 23rd, 2023, at 5:00 p.m.** The virtual meeting date is tentatively scheduled for Thursday, March 16th, 2023, at 6:00pm.

Candidate Forms may be returned using one of following methods:

Please place Sutton Fields HOA, Special Election Meeting in the subject line.

- ❖ **E-mail: Caspar@essexhoa.com or proxies@essexhoa.com**
- ❖ **Fax: (469) 342-8205; Attn: Caspar Sullivan**
- ❖ **Regular US Mail:**
Sutton Fields Homeowners Association Inc.,
c/o Essex Association Management, LP
Attn: Caspar Sullivan
1512 Crescent Drive, Suite 112
Carrollton, TX 75006

After the Candidacy Forms have been received and the candidates established, we will issue the Virtual Election Meeting Notice Packet containing specific instructions for logging into the meeting, the ballot listing all candidates, their candidacy statements for review, the proxy, and agenda.

Sincerely,

Essex Association Management, L.P., Managing Agent,
On Behalf of Sutton Fields Homeowners Association, Inc.

cc: HOA File

Enclosures: Candidacy Form

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030
www.suttonfieldshoa.com