

**Northbrooke Addition  
Northbrooke Property Owners Association, Inc.**

Dear Northbrooke Addition Homeowner:

This is to invite you to a meeting of the Northbrooke Property Owners Association, Inc., for the purpose of electing resident-owner board members. The developer is ready to transition administration of the Association to the resident owners within Northbrooke Addition.

The meeting details are:

**Date:** December 29, 2022

**Time:** 6:15 p.m. (sign in at 6:00 p.m.)

**Location:** Compassion Church  
6901 NW 150<sup>th</sup> St  
Oklahoma City, OK 73142

**Purpose: Election of HOA board of directors**

You are invited to attend the meeting and if you are so inclined, to run for the board of directors. In addition to the nominations already received, I will be taking nominations from today and from the floor at the meeting. The meeting should be short, so please schedule the time to attend. If you are unable to attend but would like to have your vote counted, a proxy is enclosed for your convenience. A proxy is simply a written statement that you give someone else who will appear at the meeting on your behalf – the proxy can be an email, text message, or handwritten note. Please, if you are not going to attend the meeting, give someone your proxy or email me your proxy so that we can reach a quorum for the election.

Prior to the meeting, if you should have any questions regarding the transition, would like to submit a nomination to serve on the board of directors, or need to submit your proxy please email my legal assistant, Molly, at [molly@wintonlaw.net](mailto:molly@wintonlaw.net).

Sincerely,



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Winton Law

Matthew L. Winton<sup>PLLC</sup>, OBA No. 18879  
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Edmond, OK 73013  
Tel. 405.478.4818; Fax. 888.857.0360

**Northbrooke Property Owners Association, Inc.**  
**PROXY**

I (we), \_\_\_\_\_ (name of owners)  
being a member in good standing and owning property within Northbrooke Addition at  
\_\_\_\_\_ (property address), do hereby  
constitute and appoint \_\_\_\_\_  
(Person to whom proxy assigned or **chair of the meeting if left blank**) as Agent for me,  
and in my name, place and stead, to vote my Proxy at a meeting to be held on  
\_\_\_\_\_, with the right to vote for the election  
of a board of directors for the Association.

This proxy carries with it full right of the proxy holder to cast my vote. I understand that this Proxy is fully revocable and that I may withdraw or amend this proxy at any time prior to the exercise of my proxy vote by making a written withdrawal of the Proxy to the then President of the Association or their representative.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Print: \_\_\_\_\_