

Willow Walk Townhomes Association, Inc.
c/o Creative Management Company
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December 28, 2020

Members/Lot Owners
Willow Walk Townhomes Association, Inc.

Re: 2021 Annual Meeting of the Members – Solicitation of Candidates

Dear Members/Lot Owners:

The 2021 Annual Meeting of the Members to be held in February 2021 may be delayed and/or postponed due to COVID-19 personal gathering restrictions and concern for the health and safety of the Members. However, the Board intends to call the 2021 Annual Meeting of the Members on Thursday, February 4, 2021 at 6:00 p.m. In order to comply with personal gathering restrictions, members will be allowed (and encouraged) to attend this meeting virtually and vote by Directed Proxy.

The 2021 Annual Meeting will be held at the John Knox Presbyterian Church. In person attendance shall be limited to no more than twenty (20) persons. Therefore, we suggest that only one (1) person per household attend the meeting in person. If you plan to attend the meeting in person, please pre-register with Christen Kelly at Creative Management Company no later than Thursday, January 28, 2021. In person attendance shall be permitted on a "first come first serve basis" for the first twenty (20) people that pre-register by the stated deadline.

There is one (1) position on the Board up for election at the 2021 Annual Meeting. In accordance with Section 209.00593 of the TEXAS PROPERTY CODE, if you are interested in running for the Board position, you should request that your name be placed on the ballot as a candidate. Please include with your request a short one (1) page resume or biography that may be distributed to the Members with the formal Notice of the 2021 Annual Meeting **The deadline to submit your request and resume/biography is 5:00 p.m. on Monday, January 11, 2021.** Your request must be submitted to Christen Kelly at Creative Management Company by mail, facsimile or e-mail (using the contact information shown in the letterhead). Due to the current circumstances related to the Coronavirus Pandemic and since voting will be completed by Directed Proxy, nominations will not be taken from the floor of the 2021 Annual Meeting of Members.

After the above deadline for submission of candidates has passed, the Association will prepare and send the formal Notice of the 2021 Annual Meeting of Members with a Directed Proxy. The Notice will provide an explanation as to the conduct of meeting and voting by Directed Proxy. The Notice will also include detailed instructions regarding how Members may attend the meeting virtually.

If you have any questions, please contact Christen Kelly with Creative Management Company at (713) 772-4420 or ckelly@cmctx.com.

BOARD OF MANAGERS
WILLOW WALK TOWNHOMES ASSOCIATION, INC.