

# *Arbor Lakes* *Homeowner Association*

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Mailing: 17933 NW Evergreen Place Suite 200, Beaverton, OR 97006  
Ph: 503.332.2047 Fax: 503.746.5416

## **SUPPORT YOUR COMMUNITY VOLUNTEER FOR THE BOARD OF DIRECTORS**

11/8/2021

Dear Arbor Lakes HOA Homeowner:

The Annual Meeting is fast approaching, and we are looking for volunteers to join our community Board of Directors.

If you would like to get involved by serving on the Board of Directors, please complete and return the **Arbor Lakes HOA Board of Directors Volunteer Form** by 2:00pm, **Friday 11/12/2021** by email to: [Nona@BlueMountainCommunity.com](mailto:Nona@BlueMountainCommunity.com).

**The current Board of Directors has (3) Openings.** Two terms are for (2) years and one term is for (1) year.

The homeowners will be given the opportunity to vote for 3 members for the Board of Directors.

Please submit your form by **Friday 11/12/2021** if you would like to volunteer. Submission of this form will allow you to introduce yourself to the community prior to the meeting so the owners will have a better understanding of who you are and why you would like to volunteer. Attached you will also find a **Notice of Meeting** including the agenda and a **Proxy Form** to return if you cannot attend the meeting or you choose to vote online via VoteHOANow **(no action required to receive this email for voting).**

Oregon  
17933 NW Evergreen Place, Suite 200  
Beaverton, OR 97006  
Ph. 503.332.2047 Fax 503.746.5416

Blue Mountain Community Management

Washington  
14205 SE 36<sup>th</sup> St Suite 100  
Bellevue, WA 98006  
Ph. 425.519.3645 Fax 801.515.3645

[www.bluemountaincommunity.com](http://www.bluemountaincommunity.com)

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## **Arbor Lakes HOA Board of Directors Volunteer Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

What would you like the Association to know about you? What are your goals for the HOA?

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*This form must be completed and returned no later than 11/12/21 by 2:00pm for your volunteer information to be included with the ballot.*

Please include the name and address of the member volunteering. The form may be returned via email to [Nona@BlueMountainCommunity.com](mailto:Nona@BlueMountainCommunity.com)

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## **NOTICE OF MEETING**

Dear Arbor Lakes HOA Homeowner,

This letter serves as notification for the 2021 Annual Meeting of the Arbor Lakes HOA.

**Topic: Arbor Lakes HOA - 2021 Annual Meeting**  
**Time: Nov 30, 2021 06:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/88034253079?pwd=SEJiaHBEEKZseExoQIA5NUY3d0JYUT09>**

**Meeting ID: 880 3425 3079**

**Passcode: 794370**

**One tap mobile**

**+13462487799,,88034253079#,,,,\*794370# US (Houston)**

**+14086380968,,88034253079#,,,,\*794370# US (San Jose)**

**Dial by your location**

**+1 346 248 7799 US (Houston)**

**+1 408 638 0968 US (San Jose)**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**+1 646 876 9923 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**Meeting ID: 880 3425 3079**

**Passcode: 794370**

**Find your local number: <https://us06web.zoom.us/j/krPW0aFJj>**

In accordance with the association's governing documents and state statute, this letter serves as notification for the Annual Meeting of the Arbor Lakes HOA.

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## **NOTICE OF MEETING**

### **ANNUAL MEETING AGENDA**

- **Sign In**
- **Report and verification of quorum**
- **Reports of officers**
- **Approval of minutes of the preceding annual meeting**
- **Election of homeowner(s) to the Board of Directors**
  - There are (3) positions on the Board
  - Volunteers for open Board positions, emailed to:  
[Nona@bluemountaincommunity.com](mailto:Nona@bluemountaincommunity.com) (after open call for online ballots)
- **Announcement of election results**
- **New business**
- **Adjournment**

**Voting for directors will be held by Vote HOA Now prior to the meeting date. Please also return a proxy if you are unable to attend the meeting to ensure quorum is met.**

To conduct this meeting, the Association must satisfy quorum requirements of 20%. If you are unable to attend, please take the time to fill out the enclosed proxy and return it to Blue Mountain Community Management **no later than November 29, 2021**. You may deliver the proxy to 17933 NW Evergreen Place, Suite 200, Beaverton, OR 97006 or email the proxy to [nona@bluemountaincommunity.com](mailto:nona@bluemountaincommunity.com).

Immediately following the conclusion of the annual meeting, the newly elected Board of Directors will convene in an Organizational with the following:

### **ORGANIZATIONAL AGENDA**

- **Quorum of the Board of Directors**
- **Verification of office terms**
- **Designation of roles and responsibilities**
- **Adjournment**

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## PROXY FORM

If you are unable to attend the virtual homeowner association meeting held online, the association's governing documents and state statutes allow a homeowner to assign their voting rights to a representative. This representative will count towards the quorum requirements, and if so directed, vote on your behalf. Please fill out this form and sign it to validate this proxy. *(only one vote and/or proxy per Lot is allowed)*

Owner's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

HOA/Community Name: Arbor Lakes HOA

***Please check one and/or fill in the blank:***

**I assign my proxy to;**

- ☐ For quorum purpose only
- ☐ \_\_\_\_\_ for quorum purpose and to vote on all matters  
(name of representative)
- put to a vote at the homeowner association annual meeting.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This proxy must be presented prior to certification of quorum at the Annual Meeting. Please be sure your proxy is returned via e-mail by **4PM November 29, 2021*****

Email: [Nona@bluemountaincommunity.com](mailto:Nona@bluemountaincommunity.com)

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