



Pinewood Greens

Homeowners Association

Dear Pinewood Greens Homeowner,

I hope this letter finds you well. We will hold **both** the Annual Meeting of the Membership **and** a Special Meeting of the Membershipⁱ on **March 25, 2020** at 7 PM at the Community Center.

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- ✓ *Return BOTH proxies as soon as possible*
 - ✓ *Consider joining the Board of Directors*
 - ✓ *Attend the annual meeting on March 25*
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Enclosed are **TWO proxies** — please return **both** by February 15 — even if you plan to attend the meeting.

- Annual Meeting Proxy: The primary business of the meeting will be the election of 3 Board members whose terms are expiring. If you are interested in serving on the Board, **please complete the attached Candidate Statement and return to the office by March 1.** If you have questions, contact office@pinewoodgreens.com. Joining the board is a rewarding way to give back to your community and ensure Pinewood Greens continues to be a great place to live. As always, it is a challenge to find volunteers and board members – we need YOU.
- Special Meeting Proxy: Approves a **maximum** annual assessment (dues for the year) for 2021 and 2022. The proposed amount takes into account inflation and a contingency buffer. It *is not* the planned assessments that are driven by the annual budget review. This vote is required by our covenants. Without approval from the community we will not be able to fund the legally required Reserve funds. These funds are used for future repair and replacement of the common amenities. For example, the street paving project which we completed this year was paid for using the reserve funds which we saved for over many years. When our community was established, the baseline assessments and inflation adjustments did not include these required reserves. We held a meeting for the same purpose in 2017 and will continue to hold them every 2 years.

It is very important that you return the proxy EVERY YEAR as a quorum of the majority of owners is required in order for the Association to conduct business. We need 60% of homeowners represented in person or by proxy in order to have the meeting. If participation is too low, we will have to reschedule the meeting, which is an additional significant expense. Completing a proxy does NOT impact your ability to vote if you attend the meeting. If you attend, your in-person vote will be counted instead of your proxy.

Homeowners who return proxies by February 15th will receive 10 guest passes for the pool. In addition, we will be holding 4 drawing for a \$25 Amazon gift card on Feb. 1, Feb. 15, March 1, and March 15. If your proxies have been returned before the date of the drawing, you'll be eligible to win. Return you proxies early for more chances to win!



Pinewood Greens *Homeowners Association*

In addition to the Board election, we will provide an update on the current state of the Association and a report of our accomplishments. We have also invited local government officials to attend and provide information about state and local laws and activities.

To submit your proxies:

- Drop your signed proxy off at the Community Center
- You may take a picture of your signed proxy and email it to office@pinewoodgreens.com
- Email a scanned image (PDF) of your signed proxy to office@pinewoodgreens.com
- Mail your signed copy to:

Pinewood Greens HOA
2731 Hyson Lane,
Falls Church, VA. 22043

Thank you and we hope to see you at the Annual Meeting on March 25!

ⁱ Convened per Article VI Sections 3, 4, and 6 of the Declaration of Covenants: http://www.pinewoodgreens.com/documents/legal/Declaration_of_Covenants.pdf