



Pinewood Greens Homeowners Association

Dear Pinewood Greens Homeowner,

I hope this letter finds you well. On Wednesday March 25th, 2020 at 7 PM at the Community Center we will hold **both**:

- The Annual Meeting of the Membership, and
- A Special Meeting of the Membershipⁱ

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- ✓ *Return BOTH proxies by February 15th*
 - ✓ *Consider joining the Board of Directors*
 - ✓ *Attend the annual meeting on March 25*
-

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 annual meeting will be the election of 3 Board members whose terms are expiring.
- Special Meeting Proxy: This proxy is used to vote on a **maximum** annual assessment (dues for the year) for 2021 and 2022. The proposed amount accounts for inflation and a contingency buffer. It *is not* the planned assessments - those are determined each year by the annual budget review. This maximum assessment 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 save 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 proxies 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 that the community would pay for. 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 drawings 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 your proxies early for more chances to win!

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 local state and local laws and activities.

If you are interested in serving on the Board, **please complete the attached Candidate Statement and return to the office by March 1.** 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 enough volunteers and board members – we need YOU. If you have questions, contact office@pinewoodgreens.com.

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

PINEWOOD GREENS HOMEOWNERS ASSOCIATION

(REVOCABLE) ANNUAL MEETING PROXY PINEWOOD GREENS HOMEOWNERS ASSOCIATION

Homeowner Name (*Please Print*)

Address of Pinewood Greens Property

Email Address

Signature

Date

In the event that I am unable to attend the Annual Meeting of the Pinewood Greens Homeowners Association, I would like the following (*Please mark only one (1) of the three(3) options below*)

- ☐ Vote present for quorum purposes only.
- ☐ Assign my vote to the board to be cast in accordance with the majority of all homeowners present and voting.
- ☐ Assign my vote to someone else:

(*Name of the designated person*)

(*Address of designated person*)

If no box is checked or the person who a vote is assigned to doesn't attend, then the person this proxy was submitted for will be counted as present for the purposes of quorum but won't be tallied as a part of any vote.

I understand that this proxy will not be used if I am able to attend the meeting and vote in person, and that I can amend or revoke it at any time by giving written notice. This proxy shall be valid until revoked, superseded, or until Dec 31, 2020.

PINEWOOD GREENS HOMEOWNERS ASSOCIATION

To submit your proxy:

- Email a scanned image (PDF) or photograph of your signed proxy to office@pinewoodgreens.com
- Drop your signed proxy off at the Community Center
- Mail your signed copy to:

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

**Proxy for Establishing the Maximum Annual Assessment for 2021 and 2022
Pinewood Greens Homeowners Association**

The owner(s) of the property listed below hereby appoint(s) *(insert name of appointed representative)*
_____ as Proxy Holder for the owner(s) at Special Meetings of the Members of the Pinewood Greens
Homeowners Association (the "Association") to be held on:

- March 25, 2020 at 7 pm, and
- If necessary, on April 15, 2020 at 7 pm, and
- Any additional meetings held within eleven months after the Special Meeting of the Members held on March 25, 2020 related to Article VI, Section 6 of the Declaration, for the purpose of adopting the Maximum Annual Assessment.

Proposal: The Maximum Annual Assessment for 2021 and 2022 will be \$1900.00. The actual annual assessment shall be fixed by the Board of Directors at an amount less than or equal to the Maximum Annual Assessment.

If no name is inserted above, then the Proxy Holder shall be the President, Vice President, Secretary, or Treasurer (any of whom may act) of the Association for the limited purpose of casting the votes as indicated below, or for quorum only purposes if no voting preference is indicated below.

This is an Instructed Proxy, which is given to the Proxy Holder instructing him or her to vote as indicated:

CHECK ONE (REQUIRED):

_____ The Proxy Holder is instructed to vote **YES** to the Maximum Annual Assessment of \$1900.00 **FOR 2021 AND 2022.**
YES

_____ The Proxy Holder is instructed to vote **NO** to the Maximum Annual Assessment of \$1900.00 for 2021 and 2022.
NO

_____ This Proxy is given only to vote the undersigned as present for quorum purposes only.
UNDECIDED

This Proxy shall be irrevocable except by actual notice by one of the owners listed below to the officer presiding over the meeting that it is revoked. This Proxy shall terminate eleven months after the Special Meeting of the Members held on March 25, 2020.

Address of Pinewood Greens Property **(REQUIRED)**

Owner's Printed Name **(REQUIRED)**

Date **(REQUIRED)**

Signature **(REQUIRED)**

Co-owner's Printed Name

Date

Signature

For this proxy to be valid, all required fields must be completed, and the proxy received prior to the start of the meeting.

Pinewood Greens HOA

Candidate Nomination Form

Please return this form to Pinewood Greens HOA c/o CAMP, 2731 Hyson Lane, Falls Church, Virginia 22043

I, an owner in the Pinewood Greens HOA, volunteer to be a candidate for election to the Board of Directors.

NAME: _____ DATE: _____

ADDRESS: _____

SIGNATURE: _____

The following information is provided for a candidate summary description to be published and distributed to the membership:

Why I want to be on the Board of Directors:
