



**TRACT 4494 HOMEOWNERS ASSOCIATION
(AKA ARBOR HILLS HOA)
NOTICE OF ANNUAL MEETING**

February 12, 2019

The Annual Meeting of the Members of Tract 4494 Homeowners Association (AKA Arbor Hills HOA) will be held as follows:

DATE: Tuesday, March 12, 2019
TIME: 6:00 PM
PLACE: First Christian Church, 801 Knollwood, Newbury Park

The purpose of this meeting is to elect three (3) DIRECTORS, to the Board of Directors for a term of two (2) years and to consider any other pertinent business. We urge you to attend in person if at all possible. We have enclosed a Ballot and Voting Instructions for your use.

For homeowners that are hand delivering their Ballot to the Annual Meeting of the Members, to be held at the First Christian Church, 801 Knollwood, Newbury Park, the polls close at 6:00 p.m. on Tuesday, March 12, 2019. For all homeowners that will be mailing or hand delivering to the Spectrum Property Services offices, the polls close at 5:00 p.m. on Tuesday, March 12, 2019.

The Order of Business at the Annual Meeting will be as follows:

- A. ROLL CALL
- B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE
- C. READING OF MINUTES FROM THE PREVIOUS ANNUAL MEETING
- D. REPORTS OF BOARD OFFICERS
- E. ELECTION OF DIRECTORS
- F. UNFINISHED BUSINESS
- G. NEW BUSINESS
 - 1) 70-604 Tax Election
- H. ADJOURNMENT

Sincerely,
Tract 4494 Homeowners Association (AKA Arbor Hills HOA)

1259 Callens Road, Suite A, Ventura, CA 93003
P.O. Box 5286, Ventura, CA 93005
(805) 642-6160 / (800) 642-8333
(805) 642-6161 fax / www.spectrumprops.com

TRACT 4494 HOMEOWNERS ASSOCIATION (AKA ARBOR HILLS HOA)

Voting Instructions

There are two envelopes included in this package for your use. Recent changes to California law require that all Directors be elected by Secret Ballot. The ballot must be voted by the owner, placed in the ballot envelope and sealed. We cannot accept unmarked ballots as they will be voided. The ballot envelope will not be opened until the meeting referenced above, and then in public. Please follow the directions below to ensure that your vote is counted: **For homeowners that are hand delivering their ballot to the Annual Meeting of the Members, to be held at the First Christian Church, 801 Knollwood, Newbury Park, the polls close at 6:00 p.m. on Tuesday, March 12, 2019. For all homeowners that will be mailing or hand delivering to the Spectrum Property Services offices, the polls close at 5:00 p.m. on Tuesday, March 12, 2019.**

First Envelope:

Please vote your Secret Ballot by placing it inside the smaller of the two envelopes and seal the envelope. These envelopes will be opened by the inspectors of election at the public meeting. Make no marks on this envelope that would identify your vote in any way. This applies to voting by mail or at the meeting.

Second Envelope:

The ballot itself is inserted into the ballot envelope which is then sealed. This envelope is inserted into a second envelope that is sealed and addressed to the inspectors of election of the Association. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, address, and lot, or parcel, or unit number that entitles him or her to vote. The inspectors of election will tally the votes. If your address is not on this envelope the inspectors of election cannot count it and will show it as voided. The Ballot Collector (as defined in the Association's Election Rules), will mark off the secret ballots that it has received prior to the meeting on the sign-in sheet. If you have voted your ballot by mail, you will not receive another ballot at the meeting.

Please feel free to contact the Association with any questions regarding this process as it is important that you vote, and that your vote counts! A quorum of members must return ballots in order for the election to be valid.

**TRACT 4494 HOMEOWNERS ASSOCIATION
(AKA ARBOR HILLS HOA)
ELECTION OF DIRECTORS**

SECRET BALLOT

ELECTION OF DIRECTORS

California law now requires that all directors be elected via secret ballot. You have one vote for each vacancy on the Board. There are **three (3)** vacancies.

You may vote your **three (3)** votes in any manner you wish. You may vote **three (3)** votes for one candidate, or divide your votes in any manner among candidates; however, if your ballot contains in excess of **three (3)** votes, or fractional votes, no such votes will be counted. The candidates receiving the highest number of votes shall be deemed to have been elected.

Write-in candidates, i.e., candidates written on the ballots after they are distributed by the Association, and nominations from the floor, are discouraged as they do not afford such candidates the same opportunity as those candidates whose names are pre-printed on the ballot, and it complicates the election process at the time of the meeting.

	<u>Nominees</u>	<u>Number of Votes</u>
(1)	<u>Stuart Goodman</u>	<u> </u>
(2)	<u>Jeffrey Moore</u>	<u> </u>
(3)	<u> </u>	<u> </u>
(4)	<u> </u>	<u> </u>
(5)	<u> </u>	<u> </u>
(6)	<u> </u>	<u> </u>

ONCE CAST, THIS SECRET BALLOT CANNOT BE REVOKED; IT IS IRREVOCABLE.

Please return your ballot according to the enclosed instructions. Please ensure that your name is on the outside of the return envelope, but not on this form. In order to be counted, this secret ballot must be received by the inspectors of election before the official counting process begins.

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If you do not wish to cast a vote for the candidates listed above, the Board of Directors is asking that you please check mark the box for quorum purposes in order to meet quorum requirements and conduct an annual meeting. Failure to reach the required amount of secret ballots per the governing documents will incur additional costs to the association.

**TRACT 4494 HOMEOWNERS ASSOCIATION
(AKA ARBOR HILLS HOA)**

RECEIVED
JAN 28 2019

CANDIDATE NOMINATION FORM

This form is provided for owners who wish to run for the Board of Directors. You may nominate yourself. If you nominate someone else, please make sure they are willing to serve as we will be verifying that he or she wishes to have his or her name placed on the ballot. Depending upon the number of responses, we may or may not include a copy of this form, but will provide a synopsis, as an enclosure with the Secret Ballot and return envelope.

The members will be voting on three (3) open positions (two (2)-year terms) on the Board of Directors.

Write-in candidates, i.e., candidates written on the ballots after they are distributed by the Association, are discouraged as it does not afford such candidates the same opportunity as those candidates whose names are pre-printed on the ballots, and it complicates the election process at the time of the meeting. Please get your nominations in early!

NAME OF NOMINEE:
Stuart Goodman

STATE REASONS FOR YOUR NOMINATION:

I enjoy the quality of life that Arbor Hills offers. By living four homes from the entry gate, I get the opportunity to talk and meet with homeowners and want to help keep our community great. I have served on a non-profit board for 10 years and my previous Homeowners Association in Agoura Hills for 17 years. I can bring this knowledge to Arbor Hills.

GOALS FOR HOA: Keep our property values up and our Home Owners Association costs down.

ACCEPTANCE OF NOMINATION:


Signature of Nominee

**TRACT 4494 HOMEOWNERS ASSOCIATION
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NAME OF NOMINEE:

Jeffrey Moore

STATE REASONS FOR YOUR NOMINATION:

I am a current Board member - Treasurer. I feel my professional experience and also Arbor Hill Board experience make me an ideal solid candidate.

GOALS FOR HOA:

Important Goals for our HOA are ① Safety ② Maintaining & Improving our landscape & common areas ③ Financial stability of budgets.

ACCEPTANCE OF NOMINATION:

Signature of Nominee

Jeffrey Moore

④ Community

Dear Arbor Hills Homeowners,

I am your neighbor Jeff Moore and I am seeking reelection to the Arbor Hills HOA Board of Directors. For those of you who do not know me I wanted to give you a little background about myself. I have lived here in the Conejo Valley for the past 41 years. Sixteen of those years have been right here in Arbor Hills. I attended Pepperdine University and graduated from their business school in 1989. I have been with my current employers for the past 25 years where I am a sales executive with the organization.

I have been an Arbor Hills Board Member for the past four years. I feel my education and business experience enables me to make rational and responsible decisions that benefit our community. Some of the goals or areas I feel are important for our community are as follows:

1. **SAFETY**- Having a safe place to live is a top priority.
2. **Properly maintaining all real properties within our common areas.** Keeping our neighborhoods maintained and continually improve and replace common landscape areas helps keep our home values remaining high.
3. **Financial Stability/Responsibility** of the HOA operating budget and reserve funds. The board has done an excellent job of this over the past years and I am happy to say we are very financially sound. Being we are a private community there are and will be some large expenditures we will incur both short and long term. We must continue to operate responsibly but also spend monies on improvements where needed.
4. **NEIGHBORHOOD**- I want people to feel welcome here- whether they are new residents or twenty-year residents. We are a community and is important we act like one- especially in times of need.

The City of Thousand Oaks is one of the best places to live and raise a family in the entire country. I firmly believe Arbor Hills is one of the top communities to live and reside within our city. I'd like to be able to continue to help keep that going. It is important we all vote.....

Thank You,

Jeff

Jeffrey L. Moore
Vice President