



**ORCHARD LANE TERRACE HOMEOWNERS ASSOCIATION
NOTICE OF ANNUAL MEETING**

February 15, 2019

The Annual Meeting of the Members of Orchard Lane Terrace Homeowners Association will be held as follows:

DATE: April 17, 2019
TIME: 7:00 P.M.
PLACE: 656 Holly Avenue, Oxnard, CA 93036

The purpose of this meeting is to elect four (4) 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 enclosed a Candidate Nomination Form for your use should you wish to run for the Board of Directors. Please note that this form must be completed and returned to Spectrum Property Services no later than 5:00 PM on March 15, 2019.

Debbie Oberlander & Mirna Morales will remain on the Board under a two (2) year term.

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 THE MINUTES OF THE PREVIOUS MEETING
- D. REPORTS OF BOARD AND OFFICERS
- E. ELECTION OF DIRECTORS
- F. UNFINISHED BUSINESS
- G. NEW BUSINESS
 - 1) 70-604 Tax Election
- H. ADJOURNMENT

Sincerely,

ORCHARD LANE TERRACE HOMEOWNERS ASSOCIATION

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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 **four (4)** open positions (**two (2)**-year terms) on the Board of Directors.*

Write-in candidates or nominations from the floor, i.e., candidates written on the ballots after they are distributed by the Association, are NOT allowed 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 on time so that you may be included on the ballot!

NAME OF NOMINEE:

STATE REASONS FOR YOUR NOMINATION:

GOALS FOR HOA:

ACCEPTANCE OF NOMINATION:

Signature of Nominee

Address of Nominee

Phone Number of Nominee

This form must be received by the Association by mail, facsimile or personal delivery by 5:00 p.m. on March 15, 2019, at the following address:

**Orchard Lane Terrace Homeowners Association
C/O Spectrum Property Services
1259 Callens Road, Suite A
Ventura, CA 93005
805-642-3944 fax**