

Powhatan Crossing Homeowners Association

C/O Brooks Real Estate, Inc. * 4071 Ironbound Road-Suite 200* Williamsburg, VA 23188*Office-757-229-1507 * Fax-757-220-3815

2021 ANNUAL MEMBERSHIP MEETING

Thursday, April 29, 2021 - 7:00pm

Via Zoom

TO: Membership, Powhatan Crossing Homeowners Association, Inc.

From: Melissa Sabb, Community Manager Brooks Real Estate, Inc.

Dear Owner,

In a recent mailing to the membership you received information for the 2021 Annual membership meeting. Due to NO FAULT of the Board of Directors the following information was mistakenly omitted by the Community Manager.

- 2021 Annual Operating Budget
- ZOOM meeting access information

In addition to the omitted documents an owner has since stepped up (within the specified time frame) to be placed on the ballot. Enclosed you will find the following UPDATED information:

- Proxy ballot and instructions (for those owners that DO NOT plan to attend, but still want to participate)
- Election ballot (for those owners that plan to attend)
- Owner comment Card

There is a specific return date on the documents, please be mindful of these dates.

I sincerely apologize for the previous omission of the pertinent information and any inconvenience this may have caused you. If you have any questions or concerns please do not hesitate to contact me at melissa@brooks-re.com or 757-229-1507.

Sincerely Yours,
Melissa Sabb, CMCA®, AMS®

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**THERE WILL BE NO IN-PERSON MEETING AT THE
2021 ANNUAL MEMBERSHIP MEETING ON
THURSDAY, APRIL 29, 2021**

IF YOU ARE **NOT**

ATTENDING THE 2021 ANNUAL MEMBERSHIP MEETING

READ INSTRUCTIONS ON PAGE **3**

COMPLETE AND RETURN PAGE **4**

RETURN PAGE **4 BY MIDNIGHT ON WEDNESDAY, APRIL 28, 2021**

SEE THE REVERSE OF THIS PAGE

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Instructions— *Member's Proxy* forms should be completed **IF YOU ARE NOT ATTENDING** the virtual Annual Membership Meeting.

- If you cannot attend the meeting, you may give authorization to another member, or a member of the Board to vote on your behalf, by completing the enclosed "proxy" and RETURNING your proxy by Wednesday, April 28, 2021.
- Your proxy is void if you do not check one of the following **on the proxy form (do not check the boxes below)**
(**Quorum Only** **Uninstructed Proxy** **Instructed Proxy**)
- In the absence of a named proxy holder the President shall submit your proxy on your behalf.
- Your proxy holder must be virtually or telephonically present at the annual meeting to cast your vote
- Return materials to the office of the Community Manager *NLT midnight on Wednesday, April 28, 2021.*

Complete a **Member's Proxy** if DO NOT plan on attending the virtual Annual Membership Meeting.

Definitions

- Quorum-** the minimum number of Units that must be represented - in person or by proxy- at the meeting in order to conduct business
Powhatan Crossing Homeowners Association bylaws require quorum is established by: The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-eight (1/8) of the votes of the membership (14 homes) shall constitute a quorum for an action except as otherwise provided for in the Articles of Incorporation, the Declaration or by these Bylaws.
- Quorum only –** provided for the **SOLE PURPOSE OF ESTABLISHING A QUORUM** so business may be conducted at the Annual Meeting. You are **not voting in the election or on any agenda items**, but wish to be counted as present to ensure a quorum for the meeting is established and the meeting can proceed.
- Instructed Proxy -** provides instructions as to how you want your Proxy to vote. Your proxy will cast your vote at the Annual Meeting as you have indicated.
- Uninstructed Proxy –** gives the proxy holder complete discretion to act as he/she wishes with your vote – If you do not assign a proxy the Board President will cast your vote. Your proxy may be anyone who is attending the meeting.

Please fax, mail or email the completed **Member's Proxy** to the Community Manager as soon as possible if you are NOT ATTENDING the VIRTUAL Annual Membership meeting on Thursday, April 29, 2021.

Brooks Real Estate, Inc.
Attention: Melissa Sabb
4071 Ironbound Rd Suite 200
Williamsburg, VA 23188

melissa@brooks-re.com
FAX#: 757-345-5108

Board of Directors

Margaret Steele	Term Expires	April 2021 (does not intend to seek re-election)
Antony "Tony" Cerilli	Term Expires	April 2021 (does not intend to seek re-election)
Janice Feigenbaum	Term Expires	April 2022
Marie Ellender	Term Expires	April 2022 (Appointed due to vacancy for 2 yrs.)
David Daugherty	Term Expires	April 2023
Aaron "Ron" Feigenbaum	Term Expires	April 2023

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Proxy/Ballot

(One vote per residential unit owned)

This appointment of Proxy revokes any prior appointment of Proxy and shall be effective only for **Thursday, April 29, 2021 ANNUAL MEMBERSHIP MEETING** of Powhatan Crossing Homeowners Association, Inc. or at a subsequent meeting called due to failure to obtain a quorum at the meeting on **Thursday, April 29, 2021**. This proxy shall become void eleven (11) months from the date of the same.

The undersigned, Member(s) in good standing of Powhatan Crossing Homeowners Association, Inc., possessing an ownership in _____ Williamsburg, VA 23188, and entitled to vote at any special or annual meeting of Powhatan Crossing Homeowners Association Membership, is hereby represented at the Thursday, April 29, 2021, Annual Membership Meeting for quorum and voting by _____ (or current Board President if left blank) representing the undersigned member(s) in attendance at the **Thursday, April 29, 2021, Annual Membership Meeting** of said Association,

- Quorum Only** - I do not wish to vote on agenda matters (election, amendment), but want to be counted for quorum purposes.
This proxy is provided for the sole purpose of establishing a quorum so Association business can be conducted at the 2021 ANNUAL MEMBERSHIP MEETING of Powhatan Crossing Homeowners Association, Inc., on **Thursday, April 29, 2021**, or a subsequent meeting called due to failure to obtain a quorum at the meeting on **Thursday, April 29, 2021**, (1/8 of the voting membership, or their proxy required for a quorum-14 homes)
- Uninstructed Proxy** - gives the proxy holder complete discretion to act as he/she wishes with your vote – If you do not assign a proxy the Board President will cast your vote. Your proxy may be anyone who is attending the meeting. *Note: An uninstructed proxy allows the Proxy full authority to vote on the owner(s) behalf as he/she wishes*
- Instructed Proxy** - provides instructions as to how you want your Proxy to vote. Your proxy will cast your vote at the Annual Meeting as you have indicated below

=====

Board of Directors Election Proxy Vote: (You may vote for up to (2) persons)

- Tina Santos
- April Gauthier

2021 Operating Budget Vote: (You may vote YES or NO)

- YES, I approve the 2021 Powhatan Crossing Homeowners Association Annual Operating Budget
- NO, I do not approve the 2021 Powhatan Crossing Homeowners Association Annual Operating Budget

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COMPLETE AND RETURN PAGE **6****

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Ballot

Voting will be done through electronic transmittal or by mail if electronic transmittal is not an option
Voting will be accepted through 12:00 midnight on Wednesday, April 28, 2021 (if attending virtually).

_____, Williamsburg, VA 23188,

Board of Directors Election Proxy Vote: (You may vote for up to (2) persons)

- Tina Santos April Gauthier

2021 Operating Budget Vote: (You may vote YES or NO)

- YES, I approve the 2021 Powhatan Crossing Homeowners Association Annual Operating Budget
- NO, I do not approve the 2021 Powhatan Crossing Homeowners Association Annual Operating Budget

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OWNER COMMENT CARD

PLEASE EMAIL OR FAX THIS FORM TO THE MANAGER TO ENSURE YOU WILL HAVE AN OPPORTUNITY TO BE HEARD DURING HOMEOWNERS FORUM

Owner Comment:

This is an opportunity to speak to any matter that is not related to the Annual meeting agenda BUT does pertain to the work of the Board of Directors or the function of the Association. Each speaker will be allowed 5 minutes to speak. **Note:** *The Board of Directors cannot assure resolution to your concern(s) at the Annual Meeting. If your concern becomes an agenda item it will not be addressed until the 1st meeting of the Board of Directors after the Annual Meeting.*

I wish to speak during Homeowners Forum

First Name: _____

Address: _____

Response e-mail: _____

Area(s) of concern or comment

- Board of Directors Matters
- Architectural Approval Committee Matters
- General Association / Association Responsibility (grounds maintenance, fees, assessments, compliance)
- Management Matters (individual owner accounts)
- Other _____

FURTHER DETAILS:

FOR INTERNAL ADMINISTRATIVE USE ONLY

- RESOLVED
- PENDING RESOLUTION (AGENDA ITEM)
- DEFERRED
- BOARD ACTION NEEDED
- COMMITTEE ACTION NEEDED
- MGMNT ACTION NEEDED

MATTER ASSIGNED TO: _____