

LAUREL HILL COMMUNITY ASSOCIATION

c/o Cardinal Management Group, Inc.
4330 Prince William Parkway, Suite 201
Woodbridge, VA 22192

January 3, 2020

NOTICE OF 2020 ANNUAL MEETING

In accordance with Article III, Section 3 of the Laurel Hill Community Association By-Laws, this letter serves as your official notice of the Association's 2020 Annual Meeting scheduled for:

DATE AND PLACE: **Wednesday, January 15, 2020**
Laurel Hill Community Center
8380 Laurel Crest Drive
Lorton, VA 22079

TIME: **Sign-In 6:30 p.m., Annual Meeting Starts 7:00 p.m.**

The purposes of the Annual Meeting are to elect two (2) candidates to the Association's Board of Directors, to share information of general interest to the Membership, and to ask and answer questions. **The speakers will be Supervisor Dan Storck, Fairfax County Board of Supervisors, MPO Robert Urps, Community Outreach Officer and possibly Rebecca Tracy, Parking Enforcement Officer with Fairfax County.** The Annual Meeting is also a great opportunity for you to meet your neighbors, the Board, and Management.

ELECTION TO THE BOARD OF DIRECTORS

Among other things, the Board of Directors exercises for the Association all powers, duties, and authority vested in or delegated to the Association, including fixing the amount of the assessments, supervising all officers, agents, and employees of the Association in the performance of their respective duties, etc. This is your best opportunity to participate in the governance of your community.

If you would like to run for election to the Board of Directors, please complete the enclosed **APPLICATION FOR CANDIDACY** and return it to the Laurel Hill Community Association at 8380 Laurel Crest Drive, Lorton, VA 22079, so that it is received by Cardinal's staff by 1:00 p.m. EST on Wednesday, January 15, 2020. The names of those individuals whose applications are received by the deadline will appear on the ballot for the election at the meeting. Candidates may also be nominated from the floor at the meeting.

ATTENDANCE

Your presence at this meeting, either in person or by proxy, is most important. A quorum of at least ten percent (10%) of owners is needed before any business can be conducted. If you will be unable to attend the meeting to vote in person, please complete the enclosed **PROXY** and give it to your designated proxy holder who plans to attend the meeting or deliver your proxy to **The Secretary, Laurel Hill Community Association, 8380 Laurel Crest Drive, Lorton, VA 22079, or you may fax it to the clubhouse office at (703) 493-8962 no later than 1:00 p.m. on Wednesday, January 15, 2020.**

ELIGIBILITY TO VOTE

Only homeowners are allowed to vote or assign a proxy, and only one vote is allocated to each lot regardless of the number of owners of such lot. No homeowner may vote at any meeting of the Association or be elected to or serve on the Board of Directors if that owner is not in good standing (i.e., not delinquent more than thirty (30) days in payment of their assessment) at the time of such meeting or election.

Please address any questions you may have regarding the Annual Meeting to Donna Carlson, On-site Manager, via phone at (703) 493-8961 or via email at d.carlson@cardinalmanagementgroup.com.

Sincerely,

The Board of Directors

Enclosures: Meeting Agenda, Application for Candidacy, Proxy Instructions, and Proxy