

**PEACE PLANTATION I HOMEOWNERS ASSOCIATION, INC.
(T/A CASCADES PARK HOMEOWNERS ASSOCIATION/TALL OAKS)**

ANNUAL MEETING NOTICE

In accordance with Article 2, Section 2.3 of the Bylaws, you are hereby notified of the Annual Meeting of the Peace Plantation I (Cascades Park) Homeowners Association, scheduled for **Monday, September 13, 2021 at 7 p.m. at the Cascades Park Clubhouse, located at 21811 Mornington Crescent Terrace, Sterling, VA 20166.**

The purpose of the meeting is to elect two members to the Board of Directors. One member shall serve a 3-year term, and one shall serve the remaining 2-year balance of the vacant Board seat, formerly held by Christine Alexander. An agenda and proxy form are enclosed.

If you *cannot* attend the meeting, please complete the enclosed Proxy Form and return to SFMC via mail, Cascades Park HOA, Inc. C/o SFMC, Inc., 9464 Innovation Drive, Manassas, VA 20110, Attn: Monica Burdock, or via email to mburdock@sfmcinc.com. If you return a proxy to SFMC and do attend the meeting, your proxy will become invalid at the time of registration.

Please be aware that no Association business may be conducted, including election of Board Members, without a quorum. In order to ensure quorum, which is of 10% of the members eligible to vote, either in person or by proxy, all homeowners are urged to join this meeting or send in their proxy if unable to attend.

In order for proxies to be valid they must be filled in completely, dated, and signed by an Owner of Record. Incomplete proxies will not be counted for quorum or election results. Proxies must be received before the start of the meeting.

All proxies returned to SFMC will be counted for quorum purposes only unless specific candidate(s) are selected under the 'Instructed' section of the Proxy Form. **Write-ins on the Proxy Form are not valid and will not be counted.**

If you choose to appoint a proxy holder, you may instruct the proxyholder to vote for or indicate that the proxy holder may vote for any candidate he/she chooses. If allowing someone else to cast your vote, please select your proxy holder carefully to ensure they vote according to your wishes.

The enclosed agenda outlines the activities of the Meeting as prescribed in the Bylaws. While it is essential to complete the election of the Board of Directors during this meeting, it is also desired to have sufficient opportunity for discussion, questions, and answers. Your cooperation is requested to help ensure that the meeting runs smoothly and efficiently.

Please visit us on the web at www.cascadespark.com.

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ANNUAL MEETING

SEPTEMBER 13, 2021 @ 7:00 PM

Location: Cascades Park Clubhouse

21811 Mornington Crescent Terrace, Sterling, VA. 20166

AGENDA

- 7:00 PM Call to Order
- Roll Call (Proof of Quorum)
- Announcement of Election Inspectors
- Election of Member to Board of Directors
 - Introduction of the Nominees
 - Brief presentations by nominees from the floor
 - Voting and collection of ballots for tallying
- Teller's Report and Announcement of Election Results
- New Business – as required
- Announcements
 - Upcoming events
- 8:00 PM Adjournment

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INSTRUCTIONS FOR PROXIES

- 1. USE THE PROXY CARD ONLY IF YOU CANNOT JOIN THE MEETING.
- 2. THE PROXY CARD SHOULD BE SIGNED BY ALL OWNERS OF RECORD OF THE LOT(S), BUT SIGNATURE OF ONE OWNER IS SUFFICIENT.
- 3. THE PROXY CARD WILL BE INVALIDATED IF YOU JOIN THE MEETING.
- 4. Print your name and address CLEARLY.
- 5. CLEARLY print the name of the person you wish to designate as your proxy holder.
- 6. Please select either uninstructed or instructed.
- 7. Mail the proxy card to SFMC at:

**Cascades Park HOA, Inc.
C/o SFMC
9464 Innovation Drive
Manassas, VA 20110
Attn: Monica Burdock**

OR email your proxy card to management at mburdock@sfmvinc.com.

- 8. All proxy cards must be turned in before the start of the meeting to be considered valid and used for either quorum or election purposes.

CPHOA – Proxy Form for Annual Meeting

(Please print legibly – incomplete forms will not be accepted.)

Cascades Park Address: _____

I/We _____, as the owner(s) of the referenced property in Cascades Park and pursuant to the provisions of section 3.4 of the Bylaws, hereby grant my/our proxy to:

(Please select ONE name only.)

Kevin Weltens Aaron "AJ" Glascock Heidi Lathrop Cathy Daum

Other: _____ for the purposes of establishing quorum and of casting (my) (our) vote(s), as set forth below, at the meeting on September 13, 2021 or any subsequent meeting called due to a failure to obtain a quorum at the first attempt. If no name is included, the proxy will be automatically granted to the property management company and counted for quorum purposes only. Vote for not more than two (2) persons.

(Please select the appropriate box.)

UNINSTRUCTED

The person named in this proxy may cast (my) (our) votes for any one candidate for the Board of Directors he or she chooses using his or her own discretion.

INSTRUCTED

The person named in this proxy must cast (my) (our) vote for the following candidates for the Board of Directors:

Heidi Lathrop _____
 _____ _____

The person named in this proxy may cast (my) (our) votes on any other matter that may arise at the meeting as he or she sees fit.

Note: *Except for a Declarant, Officer or Director, no single individual can bring more than five (5) proxies.*

Owner's Signature Date

Owner's Signature Date

Please visit us on the web at www.cascadespark.com.