



April 29, 2015

Dear Neighbor,

On behalf of the nominations committee, it is my pleasure to announce the 2015 Annual Meeting of the Amberleigh Homeowners Association, Inc. The meeting will be held on Thursday, May 21, 2015 in the main hall of the Moose Lodge located at 7701 Beulah Street, Alexandria, Virginia, 22315. Registration will begin at 6 PM; the official meeting will be from 7 to 9 PM.

Holding this meeting is an important way our community makes decisions. But, it's also required by law. In order to conduct the meeting, a minimum number of homeowners must attend in person or submit a proxy statement. Even if you plan to attend, please submit your proxy statement so that quorum may be reached. If you attend, your proxy statement will be returned to you. If quorum is not reached, considerable time and expense will be spent calling for a second meeting.

An agenda for the meeting is included with this letter, but I also wanted to highlight several important topics important to our community.

#### Election to the board of directors

The primary functions of the board are to: listen to the community (hearings and feedback), retain and direct the management company (day-to-day management), make financial decisions (dues and budget), adopt and enforce rules (architectural and covenant enforcement). There are nine members of the board.

At the annual meeting, three seats are up for election. The nominations committee is currently putting together a slate of candidates that will be emailed out to the community ahead of the annual meeting and available at [amberleigh.org](http://amberleigh.org). If you wish to receive a hard copy of the slate, please contact the management company at 855-477-2267. Nominations may also be made from the floor.

#### Parking

All parking in our community is on a first-come, first-serve basis to any resident or guest. Vehicles may only be parked in designated parking stalls. Noncomplying vehicles are subject to towing without further notice.

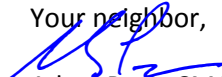
In very limited circumstances, a member may request permission to park an oversized vehicle, such as a moving truck or a storage unit. Please visit the website or contact the management company for more information.

### Community Inspections

Maintain our homes and property is an important way we enhance the equity in our homes as well as improve our quality of life. First and foremost, this responsibility falls to us as individual homeowners. Beginning this year, the association has begun issuing “courtesy reminders” to draw a homeowner’s attention to items that needs to be addressed. This will be in addition to the comprehensive annual inspection.

We are looking forward to seeing you all at the meeting. If you have any questions, please feel free to contact the management company at [info@amberleigh.org](mailto:info@amberleigh.org) or call 855-477-2267.

Your neighbor,



Adam Peer, CMCA  
President

**Amberleigh Homeowners Association, Inc.**  
**Main Hall, Moose Lodge, 7701 Beulah Street, Alexandria, VA 22315**

**Annual Meeting**  
**May 21, 2015, 6:00 PM (ET)**

1. Reception and registration (Management Agent) (6:00 PM)
  - a. Verification of proxies
  - b. Distribution of ballots
2. Call to order, welcome, and introductions (President) (7:00 PM)
  - a. Board members
  - b. Management agent
3. Nominations committee report (Secretary) (when quorum is present)
  - a. Proof of notice of meeting
  - b. Proof of quorum
  - c. Appointment of election inspectors
  - d. Nominated candidates (three-year term)
  - e. Nominations from the floor
4. Approval of the minutes of the 2014 annual meeting (Secretary) (when quorum is present)
5. Annual report of the community (7:15 PM)
6. Elections (Adam Peer, President) (7:30 PM)
  - a. Candidate statements (five minutes each)
  - b. Collection of ballots
7. Special guests and recognition of volunteers: (7:45 PM)
8. Open forum (8:00 PM)
9. Results of Election (Election Inspectors) (8:45 PM)
10. Recess (9:00 PM)

# Proxy – Amberleigh HOA 2015 Annual Meeting

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Please complete all fields, sign, date, and submit this proxy form to: Amberleigh HOA, c/o CAMP, 1750 Tysons Boulevard, Suite 1500, McLean, VA 22102 or [info@amberleigh.org](mailto:info@amberleigh.org). Proxy forms must be received not later than May 18, 2015.

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Name of owner(s)

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Address of Unit

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City, State ZIP

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Phone

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Email

Pursuant to art. V, sec. 5, bylaws, I or we the owners of the above-named assessable unit grant my or our proxy to:

- The chair of the nominations committee; or
- Another person: \_\_\_\_\_

For the purpose of casting my or our vote at the annual meeting of the Amberleigh Homeowners Association, Inc. on May 21, 2014 or any subsequent meeting called due to a failure to obtain quorum at the first or subsequent attempt to hold a meeting.

The person to whom this proxy is granted shall:

- Cast my vote for the slate nominated by the nominations committee.
- Cast my vote for any candidate for the board of directors they wish.
- Shall cast my vote for the following candidates:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- This proxy is for quorum only.

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Signature of Owner

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Signature of Owner

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Date

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Date

