

# Forrest Farm

FORREST FARM HOMEOWNERS ASSOCIATION  
P.O. BOX 756  
HOLLYWOOD, MD 20636  
[bod@forrestfarmshoa.com](mailto:bod@forrestfarmshoa.com)

## ANNUAL MEETING NOTICE

Friday, January 19<sup>th</sup>, 2018 p.m.

Meet and socialize 6:30 - 7:30 p.m.

Meeting commences 7:30 pm

Dear Homeowner:

The annual meeting of the Forrest Farm Homeowner Association (HOA) will be held at the **Forrest Farm Community Center, Friday January 19, 2018.**

Again, the Board has added an hour to socialize, have refreshments, meet neighbors, and ask the Board questions. The meeting is on a Friday evening to give more homeowners an opportunity to attend. Please join us. This is your community, be involved and, care about the future of your neighborhood.

### **Agenda items for the meeting:**

- Homeowner Ratification of 2018 Budget (see enclosed)
- Election of board members: The HOA is required to fill two (2) positions at this meeting. **Volunteers are needed! If you would like to submit a nomination, please notify the HOA Secretary Carol Crowley using the email address above, or, come to the meeting and nominate yourself!** Note: A description of each position is enclosed below. We only elect Board Members. Once elected, the new Board members will work together to decide who will occupy each position on the Board.
- Homeowners' forum.

All homeowners and tenants are invited and encouraged to attend the annual meeting. **Homeowners with accounts delinquent more than 60 days may not vote on agenda items.** Tenants **may not** vote on any matters concerning the HOA.

**Please remember your 2018 Dues Assessment of \$425 is due no later than 15 January 1918.** Notices were distributed by US mail. If you have not received a notice, please contact the Board.

**You may mail the signed proxy to the address above or email a signed proxy to the email address [bod@forrestfarmshoa.com](mailto:bod@forrestfarmshoa.com) to be received no later than Wednesday, January, 17, 2018. Proxy forms will also be collected at the meeting.**

Note: Volunteers are needed to help check-in homeowners, count votes and manage proxies during the election. If you are interested in helping, please contact the HOA Secretary Heather Keever at (440) 376-0185 or by email at [HeatherKeever@gmail.com](mailto:HeatherKeever@gmail.com).

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## Forrest Farm Homeowners Association Proxy Form

I, \_\_\_\_\_ the owner of

\_\_\_\_\_ grant this Proxy in accordance with the By-Laws of the Forrest Farm Homeowners Association. This Proxy carries with it the intent of the undersigned to be represented at the meeting of members specified herein by the individual to whom this Proxy is issued and specified. A Proxy may be placed in the name of any member of the Board of Directors or homeowner you know who will personally attend the meeting.

**THEREFORE**, being of sound mind and body, I, the undersigned, do hereby issue the aforementioned Proxy to **(write in only one name OR select only one board member)**:

\_\_\_\_\_ **OR** one of the following board members:

- John Mountjoy, President
- Gregory Jones, Vice President
- Carol Crowley, Secretary
- Colin Boynton, Treasurer
- Alexandria Pyle Douglas, Director

at the meeting Forrest Farm Homeowner's Association to be held on January 19, 2018 or any continuation meeting thereof pursuant to the governing documents.

### CHOOSE ONLY ONE BELOW:

This is a general Proxy and the individual named herein **may vote on my behalf** on any and all issues brought before the meeting.

### OR

This Proxy is to be used to represent me for purposes of a quorum only. **No votes are to be cast on my behalf.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**If you are not on our e-mail list to receive community alerts, and would like to be, please include your e-mail address below:**

\_\_\_\_\_

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## **Board of Director Positions\*:**

**(Positions are elected for a two (2) year term)** Upon completion of the election, the new Board members will work together to determine who will occupy each position on the Board.

### **Board responsibilities:**

#### **President:**

The President shall preside at all meetings of the Members and of the Board and see that orders and resolutions of the Board are carried out. The President shall have authority to sign all leases, mortgages, deeds, contracts, notes and other written instruments and shall have all the general powers and duties which are usually vested in the office of President of a corporation.

#### **Vice-President:**

The Vice President shall act in the place and stead of the President in the event of the President's absence or inability or refusal to act, and shall have such other duties as may be delegated to him from time to time by the Board or the President.

#### **Secretary:**

The Secretary shall receive and deposit in the Association bank account all monies incoming to the Association, record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association, together with their addresses; and perform such other duties as required by the Board.

#### **Treasurer:**

The Treasurer shall disburse funds from Association depository accounts as directed by resolution of the Board; keep proper books of account; and prepare an annual budget and statement of income and expenditures to be presented to the Members at their regular annual meeting, and deliver a copy of each to the Members requesting the same, with the cost of said copying to be paid by the Member requesting the same.

#### **Director:**

The Director will act on special projects and provide support to the other Board members, as per the by-laws.

For more information on the role of the Board and its' members please reference The By-Laws of the Forrest Farm Homeowner's Association which can be found on the Forrest Farm website, [www.forrestfarmshoa.com](http://www.forrestfarmshoa.com).