

NOTICE OF ANNUAL MEETING

The annual meeting of the **Holleybrooke Homeowners Association** will be on September 27, 2021 starting at 6pm

Location: Snow Library 8740 Courthouse Rd, Spotsylvania, VA 22553

This meeting is open to Homeowners only.

The meeting will begin with nominations for new board members, then a general meeting for the Board of Directors to review financial reports, review any new business, and have an open session for homeowner questions or concerns.

SPECIAL NOTICE - NOMINATION MEETING

This event is for the purpose of nominating three (3) positions on the Holleybrooke HOA Board of Directors for a (2) two-year term that will begin January 1, 2022.

Nominees need not be present to be nominated, but a homeowner in good standing must submit nominee name during this special meeting. Write-ins will not be permitted on the subsequent ballots. Verification of interest will be made if the person is not present to accept nomination.

If you are interested and cannot attend the meeting, please contact the HOA board through our property management company before the meeting on September 27th. Call Signature Property Management at 804-746-7466 and leave your name and number.

Qualifications:

Any homeowner wishing to be a candidate for the Board of Directors must be a member of the Association in good standing with no outstanding dues, liens, or active architectural violations pending, and must have been a resident for a minimum of two (2) years. No person who has been convicted of a felony shall be qualified to serve as a Director. Any person seeking a position as a Director shall sign a statement attesting that he/she has not been convicted of a felony. Any person seeking a position as a Director must sign a statement making a personal commitment of time to actively participate as a board member, officer, and/or committee member to help organize, plan, and participate in community functions. Any person nominated for a position will need to provide a one (1) paragraph biography within 5 days of the nomination meeting via email or USPS.

Responsibilities:

Examples of some but not all duties of a board member:

- Attend monthly Board meetings
- Assist in preparing the budget
- Assist with various committees (i.e., neighborhood watch, children's activities, etc.)
- Assist the Board or its members with business issues that arise during the year by making decisions based upon the rules and regulations set forth by the Holleybrooke HOA Covenants and By-Laws.