

*Bell Creek Single Family Residential
Owners' Association, Inc.*

*c/o Community Group, Inc.
3901 Westerre Parkway, Suite 100
Richmond, VA 23233
Telephone: (804) 270-1800
Fax: (804) 346-8640*

September 22, 2017

Dear Bell Creek Single Family Homeowners:

The Annual Meeting of the Bell Creek Single Family Residential Owners' Association will be held at 7:00 p.m. on Monday, October 9, 2017 at the Bell Creek Clubhouse. The purposes of the Annual Meeting are to review the past year's operations of the Association, discuss current projects and plans, and elect two members to the Board of Directors.

Your community needs your participation to elect this year's board members. You have two methods for voting:

One - Electronically

No faxing, no mailing – simple and easy

Please go to this web address <https://bellcreekcommunity.ivotehoa.com>.

Click on “Register To Vote”

Your registration code is your account number which you can find on this envelope, the 9 digit number above your name (discard the initial two 00, the dash between the numbers and the 113). You can also contact Owner Services at 270-1800 and follow the prompts if you need assistance with obtaining your account number.

Two – Paper

A proxy/ballot is included with this notice. If you are unable to attend the meeting or to vote electronically, please complete the proxy/ballot and return it to Community Group at 3901 Westerre Parkway, Suite 100, Richmond, VA 23233, fax it to (804) 346-8640, email it to email@communitygroup.com or place in the proxy/ballot box at the clubhouse no later than 5:00 p.m. on Monday, October 9, 2017. Please note that all Proxies must have owner's signatures. **For quorum purposes, we ask you to kindly return your Proxy no later than 5:00 p.m. on Friday, October 6, 2017 (the business day immediately preceding the Annual Meeting date).** If you should attend the meeting, your previously executed Proxy/Ballot will be returned to you for your use that evening.

Only one Proxy per household can be submitted. Irregular Proxies will be rejected. The decision of the Secretary as to the validity of a Proxy is final. An executed copy of the Power of Attorney must accompany Proxies signed by a person who has a Power of Attorney for a homeowner. Proxies executed by an officer of a corporation must be accompanied by a resolution of the corporation giving authority to that officer to cast the vote of the corporation.

Please plan on attending the Annual Meeting on October 9th. We look forward to seeing you then.

Sincerely,

Bell Creek Board of Directors

Enclosure

OVER

*Bell Creek Single Family
Residential Owners' Association, Inc.*

**Annual Meeting
October 9, 2017**

AGENDA

- I. *Call to Order*
- II. *Introductions*
- III. *Establishment of a Quorum*
- IV. *Proof of Notice of Meeting*
- V. *Approval of Minutes from preceding meeting*
- VI. *Report from the Board of Directors*
- VII. *Committee Reports*
- VIII. *IRS Resolution*
- IX. *Vote by Secret Ballot*
- X. *Discussion and Review of 2017 while Ballots are counted*
- XI. *Adjournment*

BELL CREEK SINGLE FAMILY RESIDENTIAL OWNERS' ASSOCIATION, INC.
ANNUAL MEETING PROXY
October 9, 2017

Homeowners: **We need 10% participation from the homeowners in order to be able to conduct the Annual Meeting. Your proxy and vote help to constitute a quorum!** So we are able to obtain the required quorum, we ask that you register and vote online or we ask that you kindly return this proxy/ballot by mail to Community Group at 3901 Westerre Parkway, Suite 100, Richmond, VA 23233, fax it (both sides) to (804) 346-8640, email (both sides) to email@communitygroup.com or place in the proxy/ballot back outside the clubhouse no later than 5:00 p.m. on Friday, October 6, 2017 (the business day immediately preceding the Annual Meeting date). Proxy/Ballots will be accepted up to the start of the Annual Meeting on Monday, October 9, 2017.

PROXY STATEMENT

As a member of the Bell Creek Single Family Residential Owners' Association, I hereby appoint Randy Saufley, Board President, OR (ANYONE YOU WISH WHO WILL ATTEND THE MEETING):

Proxy Name _____ Address _____

(Note: For the Proxy to be valid, a person who will be attending the Annual Meeting must be designated. **Please do not name yourself as Proxy.**)

As my Proxy, for and in my name, with full power of substitution, and with all powers I would possess if personally present, to attend the Annual Meeting of Bell Creek Single Family Residential Owners Association to be held at 7:00 p.m. on October 9, 2017 at the Bell Creek Clubhouse for any matter that arises, and I authorize the person named above to cast my vote at such meeting and at any postponements thereof.

THE UNDERSIGNED ACKNOWLEDGES THAT THEY HAVE BEEN INFORMED AND UNDERSTAND THAT:

1. All owners of record **MUST** execute this Proxy.
2. The Proxy is **REVOCABLE** by the undersigned or by either of the undersigned (if more than one) should they attend the meeting.
3. The decision of the Secretary of the Association as to the validity of any proxy/ballot shall be binding on the owner(s).
4. The Proxy may vote for any matter that arises in such meeting or continuance thereof on my (our) behalf. Please note that if the meeting is re-scheduled, this proxy will stand unless revoked by the owner(s).
5. This Proxy shall terminate automatically upon the adjournment of the Annual Meeting.

For a valid Proxy, please sign below:

Homeowner Signature: _____ Printed Name: _____

Homeowner Signature: _____ Printed Name: _____

Bell Creek Address: _____

OVER

BELL CREEK SINGLE FAMILY RESIDENTIAL OWNERS' ASSOCIATION, INC.
ANNUAL MEETING
October 9, 2017

BALLOT

I (We) hereby cast my (our) votes for the following two (or less) persons for election to the Board of Directors of the Bell Creek Single Family Residential Owners Association:

(In Alphabetical Order)

| | | |
|-------|--------------------|--------------------|
| _____ | Melissa Ellinghaus | 9041 Vidette Lane |
| _____ | William Long | 9074 Salient Lane |
| _____ | Nick Polivka | 9049 Prolonge Lane |
| _____ | Mick Steppe | 9021 Annex Lane |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Bio for Melissa Ellinghaus:

My name is Melissa Ellinghaus and I am running for a position on the HOA Board of Directors. I have served on the Board for the last four years. In addition, I have served on the Social Committee, ARC, and Pool Committee. I have enjoyed working with many great neighbors over the years.

We have lived in Bell Creek for 9 years now. We have enjoyed watching our kids and their friends grow up in this great community. I hope to continue to serve it.

I am currently a preschool teacher. I also hold a BS from the University of Richmond and an MS from the University of Charleston. I have worked as a project manager for an environmental consulting company. I have experience both working with people and managing projects.

Thank you for your consideration.

Bio for Nick Polivka:

I would like to formally submit myself as a candidate for one of the open positions on the Bell Creek Single Family HOA Board of Directors. I am a devoted husband and proud father of three boys, ages 16, 12, and 8. My wife and I chose Bell Creek as the place where we wanted to raise our family over 12 years ago now, and we have been actively involved in both the neighborhood and the surrounding community ever since. I was honored to serve on the freshman class of the Board of Directors when we took over control of the HOA from the developer, and am proud of what we were able to accomplish in those years in making our neighborhood one that we could all be proud of. I have since served on the Architectural Review Committee and the Grounds and Landscaping Committee where we have seen continued growth and improvements throughout Bell Creek.

My leadership abilities and level-headed approach to taking on even the most difficult situations have already been proven. My track record of dealing with our neighbors honestly and fairly in every account speaks for itself. I am a firm believer that those who are able to do something have a responsibility to do so, and as such I am compelled to offer my time again to the service of our community. If given the opportunity to serve again, I would take the faith placed in me by our neighbors seriously and would promise to provide the same level of commitment to the quality and growth of our community that has been expected from me all along.

OVER

Bio for William Long:

I was born and raised in Baltimore, Maryland and have been married to wife Adrienne for more than thirteen years. My family and I relocated to Mechanicsville four years ago for work. Adrienne and I have two children, 11 and 6. I hold a Bachelor of Science degree in Sociology, Anthropology and Criminal Justice from Towson University and a Master of Science degree in Management from The Johns Hopkins University. I am a former law enforcement professional currently working in the security field. In Maryland, I successfully ran an HOA consisting of 89 homes and was a board member of the master association consisting of more than 500. Currently, I am the Grounds Committee Chair for the Bell Creek SF HOA. Most weekends, you can find me at the golf course with my son.

I am a uniquely qualified candidate who brings innovative ideas, processes, and a commonsensical approach to management. If given the opportunity to serve, I plan to draw from my prior HOA roles and experiences to enhance collaboration between the board and our community. I respectfully ask for your consideration when casting your ballot. Thank you in advance and know that I will always work as an advocate for you and our community.

Bio for Mickey Steppe:

Good Evening Homeowners,

I am once again running for the Board of Directors for Bell Creek Single Family Homeowners. I have been involved in community service my entire adult life. I enlisted in the Virginia Air National Guard when I was 17 and continue to serve. My professional experience involves public services for the US Government as a business analyst. I have an earned BA in History from Longwood University and an MBA from Liberty University and I currently attend the DBA program at Liberty. My two children, age seven and five, attend Pole Green Elementary. Also, I coach my son's U6 soccer team and plan to coach little league in the Spring.

My goal is to effectively manage HOA funds while creating a nurturing environment for our children. This involves minimizing costs while maximizing the value of your money. It is my hope that together we solve the constant issues that are never addressed. Though, my schedule is very active I will invest the required time into the board. If I am elected, I will be your voice and continue to improve on an already great neighborhood.