



3681 S. Green Rd., #305
Beachwood, Ohio 44122-5716
Phone: 216/831-0165
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HEISLEY PARK HOMEOWNERS' ASSOCIATION, INC.

ANNUAL MEETING NOTICE

TUESDAY, MAY 22, 2018

Notice is hereby given to all members of **HEISLEY PARK HOMEOWNERS' ASSOCIATION, INC.**, that an Annual Meeting will be held for the purpose of electing Board Members and discussing general business pertinent to the Association.

This meeting will be held on: **Tuesday, May 22, 2018 at 6:30pm**
at: **Riverside High School – Classroom 102**
located at: **585 Riverside Drive**
Painesville

BOARD OF TRUSTEES
HEISLEY PARK HOA

IT IS IMPORTANT THAT THE PROXY BE RETURNED AS A QUORUM IS REQUIRED TO HOLD THIS MEETING.

If you cannot attend this meeting or wish to be represented by the proxy below, you are requested to sign the proxy immediately and return it to Barnett Management, Inc., 3681 S. Green Road #305, Beachwood, Ohio 44122-5716 in the enclosed, self addressed, stamped envelope.

PROXY

KNOW ALL MEN BY THESE PRESENTS that the undersigned members of **HEISLEY PARK HOMEOWNERS' ASSOCIATION, INC.**, hereby constitutes and appoints _____ or The Board as the true and lawful agent and proxy of the undersigned with full power of substitution to vote at the Annual Meeting to be held on matters coming before said meeting, or any adjournment thereof, according to the number of votes the undersigned could vote if personally present and acting.

Executed this ____ day of _____, 2018

(Print Name) _____ (Signed) _____

(Unit Address) _____ (Phone Number) _____

HP HOA Nomination and Election Process Guidelines

NOMINATION PROCESS GUIDELINES

- 1.) All residents in good standing (i.e., dues paid) may nominate either themselves or another individual (resident or non-resident) as a potential board member by April 26, 2018. (Form will include – I nominate (Name, address of individual) to be a candidate for the position of one of the three (3) open board trustee positions for the Heisley Park Homeowner's Association.
- 2.) The nominee will need to provide a brief description of themselves; their experiences; professional background and affiliations as part of the nomination process.
- 3.) Potential candidates can also be submitted from the floor at the election meeting.

VOTING PROCESS GUIDELINES

- 1.) The Nominating Committee will create a ballot listing all potential candidates for the 2 open Board of Trustee positions, including several write-in slots for candidates nominated from the meeting floor.
- 2.) Each potential candidate will be listed once on the ballot in alphabetical order.
- 3.) These ballot instructions along with the bios presented by the candidates (one copy each) will be provided to the residents/lot owners in good standing.
- 4.) Each resident/lot owner in good standing will be provided via direct mail one ballot for each occupied lot/non-occupied lot as recorded in the Lake County Recorder records as of the May 1, 2018 (date of the HOA meeting establishing the authority of the nominating committee).
- 5.) Residents/lot owners in good standing are defined as a person who does not have any outstanding balance owed the HOA as of May 1, 2018.
- 6.) Residents/lot owners will have the ability to have up to a maximum of three (3) votes.
- 7.) Ballots with more than two (2) votes will be considered invalid/void and not be counted for the purpose of electing the open position for the HOA board trustees.
- 8.) Residents/Lot Owners in good standing may provide a proxy to a 3rd party (proxy sample attached). Proxy must be available and submitted at time of voting so the vote can be counted as an authorized vote based on proxy status.

HP HOA Nomination and Election Process Guidelines

HEISLEY PARK HOMEOWNERS' ASSOCIATION, INC.

NOMINATION FORM (DUE BY April 26, 2018)

I nominate the following candidate(s) for one of the two open board seats of the HEISLEY PARK HOMEOWNERS' ASSOCIATION, INC, that are scheduled to be voted on at the regular Heisley Park Homeowner Association, Inc. meeting in May. All nominations should be submitted via the board website and www.heisleyparkhoa.com. Use the contact page and choose nomination as the subject.

1.) NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

2.) NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

3.) NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

4.) NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

Each of the nominated individuals that you nominate will be requested to complete the nomination form and information on that form will be made available to residents along with their ballots. Individuals nominating themselves can complete the nomination form. Nominated individuals must submit a short biography and should answer the following questions.

HP HOA Nomination and Election Process Guidelines

1. Appoint Nominating Comm. - Responsibility: HOA Board –
 - Develop nomination process and guidelines
 - Develop 'Nomination Solicitation Letter' for e-mail, paper mail, and web-site distribution as required
 - Develop budget line item as required – Responsibility: Barnett (postage – approximately 340 occupied home) for nomination requests and meeting notification, etc)
2. - Provide e-mail address for inclusion in 'Nomination Solicitation Letter' (if e-mailed is also used) - Responsibility: HOA Board
3. Develop the nomination and balloting details (items listed below – with others added by the nominating committee)
 - Timeline
 - Develop election process, guidelines
 - Develop ballot
 - Develop information to accompany ballot (instructions, bios, etc.)
4. Distribute 'Nomination Solicitation Letter' – April - Responsibility: Nominating Committee (via Barnett Distribution to all HOA Homeowners)
5. Nominations open April 11, 2018 through April 26, 2018.
6. All nominations forwarded to Nom. Comm. by April 27, 2018 – Barnett/Nominating Chair
7. Nominating Comm. Identifies the List of candidates - due April, 30, 2018.
8. Ballot created and approved by nominating committee by May 1, 2018
9. Meeting Notification with sample ballot provided to residents/lot owners in good standing by May 3, 2018.
10. Election held May 22.
11. New Board members announced at meeting TBD).



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April 11, 2018

---REMINDER TO ALL OWNERS---

Dear Heisley Park Resident;

With Spring finally here and the annual grounds walk right around the corner, a few friendly reminders to all:

- ◆ Put your yard waste out only on the day of trash pickup.
- ◆ Please do not leave your trash cans/bags in front of your home.
- ◆ Please do not mow or maintain any common areas.
- ◆ Please do not install any structures on common areas.
- ◆ There are to be no riding of motorized vehicles or open fires within the common areas.
- ◆ Please do not fish, swim, boat or skate *in/on the ponds*.
- ◆ Please make sure that the cracks in sidewalks and driveways are kept free of weeds.

Let's do everything we can to keep the Heisley Park Homeowners' Association a beautiful and friendly neighborhood community.

Your ongoing cooperation is greatly appreciated. Do not hesitate to contact me at via email at david@barnettmanagement.com should you have any questions.

Sincerely yours,

David Barnett, President CEO
Barnett Management, Inc.

Managing Agent For: Heisley Park Homeowners' Assoc., Inc.