

Notice of Annual Meeting and Elections

September 14, 2020

Dear Homeowner,

The 2020 Annual Meeting of the Pembroke Homeowners' Association has been scheduled as follows:

Date: Saturday, October 24, 2020

Time: 10:00am

Location:

Virtually via registration at <https://pembrookehoa.org/annual-mtg-registration>

The meeting will commence promptly at **10:00 am** and will end when all business has been completed or the meeting is adjourned. **YOU MUST CHECK IN BEFORE THE MEETING BEGINS. CHECK-IN BEGINS AT 9:45 a.m.**

Enclosed in this mailing is your Notice of Annual Meeting and the Agenda. It contains the following:

- 1. NOTICE OF ANNUAL MEETING**
- 2. AGENDA FOR ANNUAL MEETING**

Sincerely,

Liz Kessel, Secretary
Pembroke Homeowners' Association
Enclosures

NOTICE OF ANNUAL MEETING

Dear Homeowner:

This letter is to inform you that the annual meeting of the Pembroke Homeowners' Association (the "Association") will take place via virtual meeting on **Saturday, October 24, 2020 at 10:00 a.m.** of:

Approval of the 2019 Annual Meeting minutes Election of Board members

Only "Members In Good Standing" may cast a vote. A "Member in Good Standing" is defined at Article III, Section 7 of the By-laws as a record owner or co-owner of the fee title to any Unit who: (1) has fully paid all installments due for assessments made or levied against the Member and his or her Unit, together with all interest, costs, attorney's fees, penalties and other expenses if any, properly chargeable to the Member and his or her Unit; and (2) has not been declared by the Board, within ten (10) days prior to the meeting, to be in breach, default or violation of any provision of the Declaration of Covenants and Restrictions, Certificate of Incorporation, the By-laws or any Rule or Regulation, which default has not been cured within such ten (10) days period. Each Member shall be entitled to the assigned vote for each Unit to which he/she holds title with respect to all decisions to be voted upon by the Association membership.

If you cannot attend the meeting, please assign your vote to the President of the Association or to a Member of your choice. The proxy holder must also be a Member in Good Standing, and the proxy holder must attend the meeting in order to vote on your behalf. Proxies must be returned to Pembroke Homeowners Association, Inc., 46909 Pembroke St, Lexington Park, MD 20653 at least three (3) business days prior to the Annual Meeting (no later than Tuesday, October 20, 2020 by 5:00 p.m.) in order to be honored. IF YOU DO NOT SUBMIT A TIMELY PROXY, YOUR VOTE WILL NOT BE COUNTED UNLESS YOU ATTEND IN PERSON AT THE VIRTUAL MEETING.

Proxies may be downloaded from <https://pembrookehoa.org/annual-mtg-registration>. In order to obtain a quorum, we request that you sign and return your proxy even if you do not plan to attend the meeting or vote.

Sincerely,

Pembroke Homeowners' Association

ANNUAL MEETING & ELECTIONS

PEMBROOKE HOMEOWNERS' ASSOCIATION

October 24, 2020

AGENDA

The agenda which will be followed at the Annual Meeting will be as follows:

1. Call to order by President of the Board of Directors
2. Presentation of proof that the meeting was duly called by the Board of Directors and homeowners were notified of the date, time and place of the Annual Meeting
3. Approval of the prior Annual Meeting minutes
4. Report of the Board
5. Unfinished business
6. New business
7. Adjournment

Note this meeting will be recorded