

# DAVID FLOYD & ASSOCIATES, INC.

*A Property Management Company*

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## **OFFICIAL MEETING NOTICE & PROXY FORM**

**January 6, 2021**

**To: Pennington Villas Homeowners**  
**From: David Floyd & Associates, Inc.**  
**Re: 2021 Annual Homeowners Meeting**

**DATE: January 21, 2021 TIME: 6:30 PM**  
**PLACE: Held Virtually via Zoom Video Conference**

The 2021 Pennington Villas Annual Homeowners Meeting will be held on Thursday, January 21, 2021 at 6:30 PM via Zoom Video Conference. The annual homeowners meeting is typically held in-person but will be held virtually in 2021 due to the COVID-19 pandemic. The primary order of business of this meeting will be to review the HOA's financial position & budget, review accomplishments made in 2020, and to discuss future goals. All homeowners are encouraged to attend.

Due to the COVID-19 pandemic, **the HOA Board has chosen to proceed with the election of Board members via absentee voting.** All Board Members at Pennington Villas are elected on an annual basis. Therefore, all six (6) Board positions are up for election.

If you know of a homeowner who is qualified and willing to serve, you may choose to nominate them for the election by returning the enclosed nominating form (*Note: former and current Board members are eligible for election*). Please include any information you feel would be helpful in getting your nominee elected. **The deadline for sending your nomination in and being assured the name will appear printed on the ballot is January 10, 2021.** Any nominations not received by January 10, 2021 would have to be a write-in on the election ballot. The completed nomination form may be returned by emailing it to [PenningtonVillas@gmail.com](mailto:PenningtonVillas@gmail.com), faxing it to (615) 297-9340, or by mailing it to David Floyd & Associates, Inc. at 104 East Park Drive, Suite 320, Brentwood, TN 37027. The official election ballots will be distributed to all homeowners after the nomination deadline of January 10, 2021.

There will be no increase in the HOA Fees in 2021. As a reminder, HOA information such as the governing documents, rules & regulations, etc. can be found on the Pennington Villas webpage (<https://dfloydassoc.com/pennington-villas>).

If you will be unable to attend this meeting, you may complete the attached proxy form to appoint an individual of your choice (Board Member, Neighbor, or Secretary of the HOA) to vote for Board members on your behalf. The completed proxy form may be returned by emailing it to [PenningtonVillas@gmail.com](mailto:PenningtonVillas@gmail.com), faxing it to (615) 297-9340, or by mailing it to David Floyd & Associates, Inc. at 104 East Park Drive, Suite 320, Brentwood, TN 37027.

## **HOW TO JOIN THE MEETING:**

If you plan to join the meeting via video conference, the free Zoom app will need to be installed. The installation of the Zoom app is not necessary if you plan to join the meeting via phone (audio only).

To join the meeting via video conference (from your computer, tablet, or smartphone), please visit the following link: <https://us02web.zoom.us/j/83200518093>.  
If you are asked for the Meeting ID, please enter 832 0051 8093.

To join the meeting via phone (audio only), please call 312-626-6799  
When asked for the Meeting ID, please enter 832 0051 8093.  
After entering the Meeting ID, please hit # to join the meeting.

If you have any questions, please email [PenningtonVillas@gmail.com](mailto:PenningtonVillas@gmail.com).

Regards,

***David Floyd***

David Floyd & Associates, Inc.  
*Managing Agent for Pennington Villas*

*Pennington Villas Townhome Owner's Association, Inc.*

**2021 Annual Homeowners Meeting Proxy Form**

I/We, being the owner(s) of the following address: \_\_\_\_\_  
appoint \_\_\_\_\_, or their assigns, to be my/our proxy, to  
represent me/us at the 2021 Annual Homeowners Meeting on all matters and issues  
submitted to vote at this meeting or, in the event a quorum shall fail to attend, at such time  
and place as the adjourned meeting shall be resumed. This proxy shall remain in full force  
and effect until such time as it shall be revoked by me/us in writing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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*Pennington Villas Townhome Owner's Association, Inc.*

**Nomination Form for 2021 Election of Board Members**

I, \_\_\_\_\_, Unit # \_\_\_\_\_,

nominate \_\_\_\_\_, Unit # \_\_\_\_\_,  
who expresses a willingness to serve, to fill a term beginning January 21, 2021.

***\*NOTE: This form may be used to nominate a candidate for the 2021 Election of Board Members. This form is not an election ballot. The official election ballots will be mailed to all owners after the nomination deadline of January 10, 2021.***