

Waters Landing Association 2023 Annual Meeting

ALL INFORMATION CAN BE FOUND ON WWW.WATERSLANDING.ORG.

December 2023

Dear Waters Landing Member:

Enclosed are the announcement, candidate qualification statements, proxy form, and agenda for the Second Call (Reconvened) of the Annual Meeting to be held, **Wednesday, December 20, 2023, 7:00 p.m.** Since the Board of Directors meets monthly to conduct the normal and routine business of the Association, the items of business considered at the Annual Meeting are the election of Directors and motions made by the members.

The Annual Meeting will be held virtually by Zoom, <https://us06web.zoom.us/join/join?secret=2vrfseXRb8IUk07YX7RL>. As this is the Annual Meeting, you will be required to register to participate in the Zoom meeting. You may also find this link on the Waters Landing webpage, www.waterslanding.org.

QUORUM:

As a quorum was not achieved at the first meeting held on November 15, 2023, a second meeting (reconvened meeting) is scheduled for **Wednesday, December 20, 2023, 7:00 p.m.** At this second meeting, all persons in attendance will constitute a quorum, and business may be conducted.

VOTING:

Please note that as of November 17, 2023 there are six (6) candidates running for three (3) open positions. The Candidate Qualification Statements have been enclosed for your review.

MOTION REGARDING BOARD SIZE:

The Association has been notified of resident motions to increase the Board size to either seven (7) or nine (9) members and will be a question for residents to vote on. Article V, Section 1 of the bylaws addresses board size.

1. Should the size of the Board of Directors be increased?
Yes No
2. **If** the Board size is increased, how many Director positions should there be?
Seven Nine

Important: If question 1 does not receive 51% of the voting, then an increase in Board size will NOT occur and question 2 will not be considered.

If an increase in Board size passes, a new call for candidates will go out and a special meeting will be held after the new year. Additional notice will be sent.

A quorum of the Board is required to conduct Board business at each meeting of the Board. Board quorum requirements based on Board size:

- | | |
|-----------|-------------------------------|
| 5 members | 3 members required for quorum |
| 7 members | 4 members required for quorum |
| 9 members | 5 members required for quorum |

Proxies Submitted By Mail:

The Association has engaged Action Management Inc., which will facilitate the collection of paper proxies. Paper proxies may be submitted either by mail or scanned and sent by email. Any proxy submitted by mail must be received by Action Management, Inc. by December 14, 2022 at 12:00 p.m. to be counted. Therefore,

Waters Landing Association 2023 Annual Meeting

Members should mail their proxies as early as possible so that they are timely received. The mailing address for Action Management, Inc. is:

Action Management Inc.
P.O. Box 4157
Annapolis, MD 21403

You may also scan and email your proxy to the following email address: debbie@action-management-inc.com.

Proxies Submitted Electronically:

The Association has also engaged Vote HOA Now, which will facilitate the electronic submission of proxies. In order to use Vote HOA Now, an email address is required. Members must submit their electronic proxy no later than 12:00 p.m. Wednesday, December 20, 2023. Please find enclosed an instruction sheet from Vote HOA Now on the electronic voting process. You may also find the link to the Vote HOA Now website at:

<https://waterslanding.ivotehoa.com/register>

The voting website will not be live before Friday, December 15, 2023.

Previous Annual Meeting Minutes:

The previous annual meeting minutes, which should be approved at the December 20, 2023 meeting, will be available on the Association website for review beginning Friday, December 15, 2023.

Annual Meeting Voting:

There will be no paper ballots utilized at the virtual meeting, therefore, if you intend to vote during the meeting, you must have the capability to vote electronically using the Vote HOA Now platform. In order to vote during the virtual meeting, you must check in with management when you enter the Zoom meeting and provide your name, Water's Landing address and your email address. For each vote during the meeting, Vote HOA Now will email an encrypted link to the email address you check in with at the meeting.

Please contact the Association office at wla@waterslanding.org or 301-972-3681 if you have any questions.

For the Board of Directors

Sincerely,



Kristin Czarick, CMCA®, AMS®
General Manager
Waters Landing Association, Inc.

Enclosures



Waters Landing Association, Inc.

20000 Father Hurley Blvd. • Germantown, MD 20874 • 301-972-3681 • www.waterslanding.org

Annual Notice: Montgomery County Office Of Common Ownership Communities (CCOC)

As a resident of Waters Landing, you are automatically a member of a Homeowner Association, or a common ownership community. Residents are always encouraged to contact the office with any questions they may have, but there are other resources for residents for education, dispute resolution, and information on other services, which in Montgomery County fall under the Office of Common Ownership Communities. Please see the reverse side for additional information, as well as the links below.

Montgomery County Commission on Common Ownership Communities

<https://montgomerycountymd.gov/DHCA/housing/commonownership/index.html>

If you have questions or need advice, the Commission prefers to be contacted by email at CCOC@MontgomeryCountyMD.gov.

Commission on Common Ownership Communities

https://montgomerycountymd.gov/DHCA/housing/commonownership/the_commission.html

What is a Common Ownership Community?

https://montgomerycountymd.gov/DHCA/housing/commonownership/what_is_a_coc.html

Living in a Common Ownership Community Frequently Asked Questions

https://montgomerycountymd.gov/DHCA/housing/commonownership/faq-living_in_a_coc.html

Additional Resources

Community Associations Institute (CAI)

CAI is international organization dedicated to Homeowner and Condominium Associations.

<https://www.caionline.org/pages/default.aspx>

If you have any questions, please feel free to contact the Association office by email at wla@waterslanding.org or by phone 301-972-3681.



Annual Notice to Residents of COC's



We want you to know about the Montgomery County Commission on Common Ownership Communities

Montgomery County recognizes that a substantial proportion of all its citizens now live in condominium, cooperative, and homeowner associations, generally called "common ownership communities." In order to serve better the special needs of these communities, to act as their advocate, and to maintain and improve the quality of life in these communities, the county created the **Commission on Common Ownership Communities**, operating under the authority of Chapter 10B of the Montgomery County Code.

The commission has 3 basic duties:

Education: The commission provides free information to both members and governing bodies about their rights and duties under Maryland law, as well as advice on how to properly operate the association, and avoid complaints. Among other tools, it offers a "Community Manual and Resource Guide" for boards of directors, and detailed information on such topics as architectural control, assessments, and meetings – all of which can be found on the commission website. It also publishes a newsletter summarizing recent developments affecting common ownership communities. Commissioners will speak to communities and their boards on request and welcome invitations to do so.

Legislation: The commission advocates for common ownership communities concerning proposed laws and regulations at the local and state level.

Dispute resolution: The commission can hear and resolve certain disputes between members of the communities and their governing bodies, and its decisions are legally binding on the parties. Copies and easy-to-read summaries of its decisions are posted on its website and reviewed in its newsletter.

The commission is composed of 15 volunteers who are appointed for three-year terms. Eight members must be residents of common ownership communities and the other seven must be professionals who work with the communities, such as property managers, lawyers, developers, and realtors. Every fall, the county publishes a request for applicants to the commission to replace those whose terms are due to expire.

For more information on the Commission and its services, visit its website at:

www.montgomerycountymd.gov/ccoc

If you have questions or need advice, the CCOC prefers to be contacted by email at:

CCOC@montgomerycountymd.gov

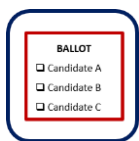
2017

1 Receive the email from our voting site, click the link to go the voting site

- Each home/unit will receive an invitation to vote email (sent to the primary email address on the account – if you do not see it in your inbox check your junk/spam folder)
- The email has your unique registration code and link to the voting site
- Confirm the number of homes/units your vote will be counted for (if incorrect, reply to the email or let your manager know) and DO NOT VOTE until management tells you it is fixed
- Click the link in the email to go to the voting site and your registration code will be pre-filled, click Next

2 Register for the vote (this constitutes your electronic signature)

- Fill in the registration form with your name and email
- Select an account password
- Click Set Account Information

3 Make your choices on the ballot and submit

- Read the ballot instructions and choices thoroughly (once your vote is submitted it is final and cannot be changed)
- Make your choices on the electronic ballot
- Click Submit

4 Vote complete, receive confirmation

- A confirmation of your vote will appear onscreen and be sent to your email



Waters Landing Association, Inc.

20000 Father Hurley Blvd. • Germantown, MD 20874 • 301-972-3681 • www.waterslanding.org

**ANNUAL MEETING OF THE MEMBERS
WATERS LANDING ASSOCIATION, INC.
15 November 2023, 7:00 p.m.
Virtually by Zoom**

In case a quorum of the membership is not achieved at this first call for the Annual Meeting,
a second meeting will be scheduled for **Wednesday, December 20, 2023 7:00 p.m.**

Business will be conducted in accordance with the following agenda:

AGENDA

Call to Order

Roll Call and Certificate of Proxies

Proof of Notice of Meeting or Waiver of Notice

Approval of Minutes from the 2022 Annual Meeting

Reports of Officers*

Reports of Committees*

Unfinished Business*

New Business*

Appointment of Inspectors of Election

Election of Directors

Adjournment

* Items addressed by the Board during monthly business meetings.

WATERS LANDING ASSOCIATION, INC. RE-CONVENED ANNUAL MEETING

7:00 p.m. December 20, 2023

PROXY

I(We), _____ and _____, owner(s) of the property located at:

_____, Germantown, Maryland 20874.

(Address)

and member(s) in good standing of the Waters Landing Association, Inc. hereby appoint:

_____ *(insert name of proxy)*
(If no name appears above, the Management Agent will be your proxy.)

as my/our proxy, with full powers of substitution, for the purpose of casting my/our vote for the election of directors (only in accordance with my/our instructions noted below), and on any other matter that may come before the Annual Meeting, including any continuations, recesses or adjournments thereof.

Signature of Owner #1

Signature of Owner #2

Date

Date

If you wish to cast your vote by proxy in the board election, the law requires you to indicate on this form the candidates for whom you wish to vote. If you do not mark your vote below, this proxy form cannot be used to vote in the board election, but may be used to vote on all other matters, in accordance with the association's governing documents and applicable law, and will be counted towards a quorum.

If the management agent is your proxy, and if you do not mark your vote below, this proxy form will be used for quorum purposes only. Under the bylaws, no unit owner serving as a proxy may cast more than one vote by proxy, in addition to his/her own vote.

The Association has been notified of resident motions to increase the Board size to either seven (7) or nine (9) members and will be a question for residents to vote on. Article V, Section 1 of the bylaws addresses board size.

Please see page 2 for the question regarding Board size.

You may instruct your Proxy to vote for no more than 3 candidates. Please mark your selections below.

Candidate Name:

(☐) Lee Callicutt

(☐) Gavin Green

(☐) Erik Herron

(☐) Laura Magnuson

(☐) Bruce Schwalm

(☐) Anita Weinstein

MOTION REGARDING BOARD SIZE:

Article V, Section 1 of the bylaws addresses board size.

WATERS LANDING ASSOCIATION, INC. RE-CONVENED ANNUAL MEETING

1. Should the size of the Board of Directors be increased?

(☐) Yes

(☐) No

2. **If** the Board size is increased, how many Director positions should there be? Please vote for one choice.

(☐) Seven

(☐) Nine

Important: If question 1 does not receive 51% of the voting, then an increase in Board size will NOT occur and question 2 will not be considered.