



SEQUOIA MANAGEMENT COMPANY, INC. • 13998 PARKEAST CIRCLE • CHANTILLY, VIRGINIA 20151-2283 • 703-803-9641 • FAX 703-968-0936
www.sequoiamanagement.com

April 11, 2022

Dear Hampton Forest Homeowner Association Member:

Please be advised that this letter serves as official notice of the Annual Meeting as prescribed in Article X, Section 1 of the Bylaws for the Hampton Forest Homeowners Association (HFHOA). Due to continued health concerns surrounding COVID-19 and the requirement to maintain proper physical distance, **the Annual Meeting will be held virtually via Zoom.**

DATE: May 4, 2022

PLACE: You are invited to a Zoom meeting.

WHEN: May 4, 2022 07:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZiIf-iorjMuGdcuMJvyO8am4VRZLg_7pmQf

After registering, you will receive a confirmation email containing information about joining the meeting.

Meeting ID: 868 8100 8433

Passcode: HFHOA2022

After registering, you will receive a confirmation email containing information about joining the meeting.

This year, in lieu of submitting a paper proxy or ballot, we have added the option to vote electronically using a third-party representative. This is a safe and efficient method to increase participation. Each property with an email on file will receive an email invitation to vote from the community voting site: <https://hamptonforest.ivotehoa.com/register>. There is a label attached to this letter and the front of your envelope with your unique registration code.

Voting online is easy and quick in just three steps!

1. Receive the email and click the link to go to the voting site
2. Register for the vote by entering your information and creating a password
3. Make your choices on the ballot and submit

When your vote is complete, you will receive both an onscreen confirmation and an email that the vote has been recorded. The entire process takes only a few minutes, probably less time than it took to read these instructions! You may vote electronically until 12 pm on May 3, 2022.

For those who do not wish to vote electronically, we have enclosed a paper proxy ballot for voting and quorum purposes. Please do not vote electronically and submit a proxy. It is very important that a quorum of homeowners be present, either in person (virtually) or by proxy, in order for business to be conducted at the Annual Meeting. We have also included draft minutes from the 2021 Annual meeting.

If you do not wish to vote electronically, then Proxy ballots can also be returned directly **to Sequoia Management Company, Inc. located at 13998 Parkeast Circle, Chantilly, VA 20151** by 5 pm May 4, 2022. You may also scan and email the completed proxy ballot to sbucklin@sequoiamgmt.com by 5 pm May 2, 2022

We look forward to your participation to achieve quorum.

Very truly yours,
HAMPTON FOREST BOARD OF DIRECTORS

Enclosures: 1) Agenda; 2) Proxy 3) Slate of Candidates 4) Candidate Form 5) Draft 2021 Annual Meeting Minutes

Agenda

Hampton Forest Homeowners Association

2022 ANNUAL MEMBERSHIP MEETING

May 4, 2022

7:00 PM

SCHEDULE

- 1. Zoom Meeting Registration: 6:15 p.m.**
- 2. Virtual Annual Meeting Start: 7:00 p.m.**

AGENDA

- 1. Call to Order and Verification of Quorum**
- 2. Introduction of Board Directors**
- 3. Approval of 2021 Annual Meeting Minutes**
- 4. Election of Directors -- Attestation of Election Results**
- 5. Report from the Directors**
- 6. Open Forum - Questions & Answers**
- 7. Adjournment**

Hampton Forest Homeowners Association

c/o Sequoia Management Company, Inc.

13998 Parkeast Circle, Chantilly, VA 20151

Phone: (703) 803-9641 Fax: (703) 968-0936 Email: sbucklin@sequoiamgmt.com

HAMPTON FOREST HOMEOWNERS ASSOCIATION

PROXY FORM

MAY 4, 2022 - ANNUAL MEETING

INSTRUCTIONS: This signed proxy form can be returned by email (sbucklin@sequoiamgmt.com), mail, or hand delivered to Sequoia Management Company, Inc. located at 13998 Parkeast Circle, Chantilly, VA 20151. The form must be received by 5:00 PM, Monday, May 2, 2022

Association Member Name(s): _____

(Please Print)

Hampton Forest Address: _____

(Please Print)

CHOOSE APPLICABLE PROVISION:

_____ I/We submit this proxy for Quorum Purpose Only. ; or
(Initials)

_____ This is an Instructed Proxy which is given to the Proxy holder, Sequoia Management Company,
(Initials) Inc., the Managing Agent, with instructions to vote only as indicated.

QUORUM ONLY

I/We hereby submit this proxy for Quorum Only.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

INSTRUCTED PROXY – VOTE

I/We being (a) homeowner(s) and (b) member(s) in good standing of the Hampton Forest Homeowners Association, under the provisions of Article X, Section 5 of the Bylaws, do hereby cast my/our vote for the following candidate(s). Please check no more than two (2). There are two blanks for write in candidates or nominations from the floor.

May Kash

OPEN

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

May Kash

My family has lived in this community for 15 ½ years. I am a lawyer by profession and currently work as a Supervisory Paralegal for a contract company under the Department of Justice. I've had the privilege of serving on the HCRA on 2 previous occasions. I currently serve on the HFHOA and the Open Space Committee. Much like all the other homeowners in our community, my family and I are deeply invested in its continued development and well-being. My husband, Doug, had previously served on the HFHOA and the ARB, and still currently serves on the ARB. I can bring to the table a commitment to help maintain the standards that earned our community the Community of the Year Award and work towards its continued enrichment. The Open Space Committee and the HFHOA have initiated projects, and are currently working on these and future projects for the further enhancement of our community. It would be a privilege to see these projects to fruition.

HAMPTON FOREST
HOMEOWNERS ASSOCIATION
www.hamptonforesthwa.com

Candidate for the Board of Directors

TO: Hampton Forest Homeowners Association, Inc.
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151

Please enter me as a candidate for election to the Board of Directors of the Hampton Forest Homeowners Association.

NAME: _____
ADDRESS: _____
EMAIL: _____
HOME/CELL: _____

Please include a brief biography and describe what capabilities you plan to bring to assist the Board as a Director and your motivation to volunteer! (You can also attach a longer biography separately by electronic mail with this application.)

Please forward complete Candidate Statement to:

Hampton Forest Homeowners Association
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151
Attn: Sharon Bucklin, Community Manager
Email: sbucklin@sequoiamgmt.com

HAMPTON FOREST HOMEOWNERS ASSOCIATION
Annual Membership Meeting Minutes
June 3, 2021

DRAFT

BOARD MEMBERS PRESENT:

Adrea Marshall President
Stephen Warner Secretary
Barb Lyon Communications Officer

BOARD MEMBERS ABSENT:

May Kash Vice President
Gretchen Strub Treasurer

OTHERS PRESENT:

Jen Darwin Portfolio Manager; Sequoia Management
Joyce Hunt Minute Taker, Sequoia Management

1. CALL TO ORDER/VERIFICATION OF QUORUM

President Marshall called the meeting to order at 7:06 pm noting quorum with the presence of members who attended virtually and proxies for a total of 211 or 30% of the eligible voter membership. President Marshall noted the annual meeting notice was mailed to all owners of record on 3 May 2021 and announced the meeting was being recorded and being held completely via Zoom electronic communications in accordance with Virginia HB29 and 30 (Item 4-0.01) due to the state of emergency called by Governor Ralph Northam on 27 March 2020 as a result of the continued spread of COVID-19.

2. PRESIDENT'S REPORT

President Marshall presented the President's Report including the new kids and adult programs that are being held on the tennis and basketball courts.

3. TREASURER'S REPORT

President Marshall presented the Treasurer's Report primarily including member's equity and the overall financial health of the organization.

4. COMMUNICATIONS OFFICER'S REPORT

Ms. Lyon presented the Communication's Report stating that a survey will be sent to out to the community through www.hamptonforesthwa.com

5. APPROVAL OF MINUTES

A vote by acclamation was made by Secretary Warner to approve the draft 16 May 2019 Annual Membership Meeting Minutes. The motion passed with no objections from the floor.

6. ELECTION OF DIRECTORS

HAMPTON FOREST HOMEOWNERS ASSOCIATION
Annual Membership Meeting Minutes
June 3, 2021

DRAFT

45 Secretary Warner reported there were three open Board director positions and three candidates. All
46 three candidates biographies were presented to the membership. Hearing no nominations from the
47 floor, a vote by acclamation was made by Secretary Warner to close the nominations. Using Vote
48 HOA Now the election results were given to Secretary Warner who announced that Barb Lyon,
49 Adrea Marshall and Gretchen Strub were elected to the Board. The final vote count was Adrea
50 Marshall (157 votes), Gretchen Strub (157 votes) and Barb Lyon (155 votes).

7. OPEN FORUM

53
54 Considerable discussion focused on ARB applications, volunteers being needed, and common area
55 repairs.

56
57 Additional discussion was held by the members regarding the Open Space Committee and call for
58 volunteers.

8. ADJOURNMENT

61
62 A vote by acclamation was made from President Marshall to adjourn at 7:37 p.m. The motion
63 passed with no objections from the floor.

64
65 *Respectfully Submitted*

Jen Darwin

Sequoia Management

Approved and Attested

Steve Warner, Board Secretary