



MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION

C/O Sequoia Management Company, Inc.

13998 Parkeast Circle, Chantilly, VA 20151

(703) 803-9641 - Fax (703) 968-0936

ANNUAL MEETING NOTICE

February 27, 2009

Dear Meadowbrook Woods Homeowner:

In accordance with the Meadowbrook Woods Homeowners Association By-laws, Article III, Section 3, this serves as official notification of the Associations' Annual Meeting to be held:

March 23, 2009

Meadowbrook Woods Community Center

13200 Superior Court

Manassas, VA 20112

Time: 7:00 p.m. – 9:00 p.m.

The regularly scheduled monthly Board of Directors meeting will be held from 5:45 p.m. – 6:30 p.m. The registration for the Annual Meeting will begin at 6:30 p.m. and the meeting will convene at 7:00 p.m. In order to conduct this meeting a quorum of lot owners (Owners Only), must be present or represented by proxy at the meeting.

The purpose of the Annual Meeting is to update residents of the state of affairs for the Meadowbrook Woods HOA and elect new Board members to fill vacancies. I have included a copy of the Agenda of the Annual Meeting that discloses matters that will come before the meeting. The following sections provide details on the nomination, election and proxy process.

Nominations

*We have one (1) vacancy to be filed on the Board of Directors for a three (3) year term. Homeowners interested in serving on the Board are encouraged to complete and return the enclosed "Statement of Candidacy" form. These statements will be distributed to homeowners at least ten (10) days prior to the meeting to assist them in deciding for whom to vote. Experience is not necessary, just a commitment to work for the greater good of Meadowbrook Woods. All nominations must be sent to **Sequoia Management Company, Attention: Jan Fenton, 13998 Parkeast Circle, Chantilly, VA 20151** by **March 11, 2009**. Please take note that nominations from the floor will be solicited at the Annual Meeting.*

Elections

An election will be held to elect one (1) member to the Board of Directors. At least ten (10) days prior to the meeting, Sequoia Management will distribute a meeting reminder notice, agenda, another proxy, ballot and copies of the statement of candidacy. In addition, at the meeting, each candidate will be given an opportunity to briefly address the homeowners. If you are unable to attend the meeting, you may submit your vote by proxy.

Proxies

If you are unable to attend the Annual Meeting, please complete the enclosed proxy form. The proxy form also includes a block to check if you would like to designate any other homeowner as your proxy. This will assist us in assuring that we have sufficient membership representation to allow the meeting and elections to occur without having to reschedule the meeting.

In addition to the election there will be several door prize drawings ranging from \$25.00 - \$100.00, with a \$200.00 grand prize gift certificate. You must be present to win!

We look forward to seeing you at the meeting. Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Agent: Meadowbrook Woods HOA


Janis Fenton, CMCA®, AMS®
Senior Community Manager
Sequoia Management Company, Inc.

Enclosures

Cc: File

MEADOWBROOK WOODS
HOMEOWNERS ASSOCIATION
ANNUAL MEETING
MARCH 23, 2009

Meadowbrook Woods Community Center
13200 Superior Court
Manassas, VA 20112

7:00 p.m. – 9:00 p.m.

AGENDA

- Call to Order - 7:00 p.m.
- Proof of Meeting Notice
- Proof of Quorum
- Review and Approval of the Preceding Annual Meeting Minutes
- **Guest Speaker – 7:45 p.m.**
- Report of the Board of Directors
- Report of Committees
- Election of Member to the Board of Directors
- Unfinished Business
- New Business
- Adjournment

**MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION
ANNUAL MEETING
MARCH 24, 2008
7:00PM**

The meeting was called to order at 7:07pm

BOARD OF DIRECTORS PRESENT:

Luigi Coletta, President
Shannon Garner, Secretary
Mike Crosbie, Vice President
Vince Lisi, Treasurer
Larry Bridges, Member at Large

BOARD OF DIRECTORS ABSENT:

ALSO PRESENT:

Jan Fenton, Community Manager
Bridgett Jackson, Admin. Assistant
Jennifer Cutting, Recording Secretary
Committee Members & Homeowners

PROOF OF MEETING NOTICE VERIFIED

PROOF OF QUORUM VERIFIED

Sequoia Management verified quorum has been met with 39 homeowners present and 19 proxies submitted for a grand total of 58 homeowners being represented.

APPROVAL OF MINUTES:

Ms. MacEvoy, homeowner, motioned to approve 2007 meeting minutes as amended, with correction under pool committee. The motion was seconded by second homeowner and was passed unanimously.

REPORT FROM BOARD

Mr. Coletta spoke on behalf of Mr. Marty Nohe. Mr. Coletta commented on the following:

New high school near intersection of 234 and Hoadly Road
New church near rear entrance of neighborhood, traffic concerns

Mr. Coletta updated homeowners on what the Board has been working on the past year which include the following:

Front entrance sign
New pool contract with Palm Pools
New pool furniture
Trash contract
Update on financial status

Mr. Coletta also mentioned that the Board will be working on renovations to the pool bathrooms.

REPORT OF COMMITTEES

ARB- Don Williams

Monthly meetings held 1st Tuesday of each month
ARB process

OPEN SPACE- Mike Crosbie

Front entrance sign is done
Working on rear entrance
Need Volunteers
Geese Police
Shenandoah Landscaping
Fireworks for 4th of July
New benches
Updated landscaping and playground
Plants for front entrance sign
VDOT
Lighting at clubhouse and basketball court
Wi-fi for pool area
New pool furniture
Pool committee now falls under Open Space committee

SOCIAL COMMITTEE- Dawn Ogden

Easter Egg Hunt
Yard Sale
June-family pool party
Need volunteers

WEBMASTER- John Zelsnack

Website (meadowbrookwoods.org)
Pool update- new furniture
Pool furniture in storage

Homeowner asked if table tennis could be provided for homeowners
Homeowners asked if newsletter can be electronically sent rather than mailed out.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Fenton, Community Manager, announced that home inspections will begin April 1st.

Mr. Coletta reported that the HOA has \$360,000 in total assets and \$300,000 in reserves.

Don Williams, ARB Chair, said according to ARB guidelines, there should not be any A/C units in windows.

The following attendees won door prizes to Home Depot

Mike Crosbie- \$25

Majors-\$25

Lund-\$25

Fischer-\$25

Barnum-\$25

Bridges-\$25

Campbells-\$25

Dunkman-\$25

MacElvoy-\$100

Ellis-\$200

ELECTION OF DIRECTORS

A motion was made to open nominations from the floor – the motion was seconded. No nominations were forthcoming and nominations from the floor were closed.

As there were two candidates and two names on the ballot - Ms. MacElvoy, homeowner, motioned to vote by acclamation. The motion was seconded by Mr. Phalon, homeowner, and was passed unanimously. Mr. Coletta was reelected to the Board and Mr. John Zelsnack was elected to his first term on the Board. They will each serve for a three year term ending in 2011.

ADJOURNMENT

Mr. Coletta motioned to adjourn the meeting at 8:10pm. The motion was seconded by Mr. Bridges and was passed unanimously.

**MEADOWBROOK WOODS
HOMEOWNERS ASSOCIATION**

STATEMENT OF CANDIDACY

NAME: _____

ADDRESS: _____

HOME TELEPHONE #: _____ BUSINESS TELEPHONE #: _____

LIST OF COMMITTEES YOU ARE CURRENTLY SERVING ON, HAVE SERVED ON IN THE PAST OR ARE SERVING ON FOR THE MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS:

PLEASE INCLUDE A BRIEF AUTOBIOGRAPHY WHICH STATES THE QUALIFICATIONS YOU HAVE THAT WOULD BE AN ASSET IF SERVING ON THE MEADOWBROOK WOODS BOARD OF DIRECTORS:

BASIC OBJECTIVES AND GOALS IF ELECTED:

I, _____ CERTIFY THAT ALL INFORMATION INCLUDED ABOVE IS CORRECT. I HEREBY AUTHORIZE THE MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION TO REPRODUCE THE ABOVE INFORMATION FOR DISTRIBUTION TO THE RESIDENTS OF THE ASSOCIATION FOR REVIEW.

(Signature)

(Date)

**MEADOWBROOK WOODS HOMEOWNERS ASSOCIATION
MARCH 23, 2009**

PROXY FORM

If you plan to personally attend the Meeting, you do not need to complete this form. If you cannot attend the meeting but wish to cast your vote by proxy, please complete this proxy form and ballot, or you may designate the Secretary or another homeowner as your proxy. Please submit this form to the Secretary, designated homeowner, or either mail it to **Sequoia Management Company, prior to March 20, 2009**, Attention: Janis Fenton, 13998 Parkeast Circle, Chantilly, VA 22151-2283 write the word "PROXY" on the envelope.

PLEASE PRINT

Homeowner's First Name Middle Initial Last Name

Joint Owner's First Name Middle Initial Last Name

Address: _____

I/We, the undersigned, do hereby give my/our (check One)

- A. _____ **Proxy.** I/we grant my/our proxy to the Secretary of the Meadowbrook Woods Homeowners Association for the purpose of establishing quorum and voting at the Annual Meeting to be held on March 23, 2009 or any continuation or adjournment thereof.
- B. _____ **Uninstructed proxy.** I/we appoint _____ as my/our proxy to attend the meeting of the members of the Association to be held on March 23, 2009 or any continuation or adjournment thereof, with full power to vote and act for me/us and in my/our name, place and stead, in the same manner to the same extent and with the same effect that I/we might were I/we personally present thereat, giving to such proxy full power of substitution and revocation. I/we hereby revoke any previous proxies. In the event no name is entered, the Secretary of the Meadowbrook Woods Homeowners Association shall serve as proxy.
- C. _____ **Instructed proxy** containing my/our ballot designated to: _____, the above-designated proxy shall cast my/our ballot on my/our behalf at the Annual Meeting to be held on March 23, 2009 and any recesses or adjournments thereof. I/We hereby revoke any previous proxies and hereby instruct that my/our vote be cast in accordance with my/our enclosed ballot.

In the event the owner fails to check A, B or C the Secretary will be deemed the proxy for the purposes of establishing quorum and voting at the Annual Meeting to be held on March 23, 2009 or any continuation or adjournment thereof.

Homeowner and joint owner (if applicable) must sign below:

Homeowner Signature _____ Date: _____

Joint Owners Signature _____ Date: _____

IF VOTING BY INSTRUCTED PROXY FORM BE SURE TO ENCLOSE YOUR BALLOT!