

ASPEN HILL HOMEOWNERS ASSOCIATION

c/o Northern Virginia Management, LLC.
4306 Evergreen Lane, Suite 101
Annandale, Virginia 22003
(703) 941-9002 Fax (703) 941-9005

MEMORANDUM

TO: All Owners,
Aspen Hill Homeowners Association

FROM: Board Of Directors
Aspen Hill Homeowners Association

DATE: October 29, 2021

SUBJECT: Annual Meeting, November 29, 2021

Pursuant to Article III, Section 3 of the Association Bylaws, this is your official notification of the Annual Meeting and election of directors of the Association.

TIME: 6:00 P.M., Monday November 29, 2021

Call-in Registration will begin at 5:50 P.M.

Due to COVID-19, the 2021 Annual Meeting will be held remotely via teleconference. If you would like to participate in the Annual Meeting, please email Northern Virginia Management at: nvm@northernvirginiamanagement.com before 5 PM the day of the Annual Meeting. You will receive an email that day with the call-in information, noting how to access the meeting by phone or computer. Please note that if you cannot join the teleconference meeting, it is very important that you complete and return the enclosed proxy form to count towards the quorum necessary to conduct the meeting.

YOUR PARTICIPATION IN THIS MEETING IS VITAL. A QUORUM OF 20% OR MORE OF THE AGGREGATE PERCENTAGE INTERESTS MUST BE REPRESENTED IN PERSON OR BY A PROPERLY EXECUTED PROXY FOR BUSINESS TO BE CONDUCTED AT THE MEETING.

If you have any questions about this meeting package, please call Timothy Kirchner of Northern Virginia Management at 703 941-9002

Attachments: Agenda
Absentee Proxy

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ANNUAL MEETING

6:30 P.M.

November 29, 2021

A G E N D A

- I. Call to Order and Certification of Quorum
- II. Proof of Meeting Notice
- III. Reading of 2020 Annual Meeting Minutes
- IV. President and Treasurer's Report
- V. Unfinished Business
- VI. New Business
 - 2022 Budget
- VII. Appointment of Inspectors of Election
- VIII. Election of Members to the Board of Directors
- IX. Adjournment

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PROXY FORM

Address _____

(I) (WE) _____ and _____
(print) (print)

Under the provisions of Article X, Section 5 of the Bylaws, hereby grant(s) (MY) (OUR) proxy to _____ a member of the Aspen Hill Homeowners Association in good standing, for the sole purpose of casting (MY) (OUR) vote at the Association's Annual Meeting on Monday November 29, 2021, as follows:

(Please check one or both boxes below.)

To vote to constitute a quorum

To vote on any issue that may come before the Association during the course of this meeting, including the election of Directors

(Owner's Signature)

(Owner's Signature)

Date: _____

Address: _____

Note: This proxy must be filed with the Secretary of Aspen Hill Homeowners Association before the Meeting at 6:30 p.m., Monday November 29, 2021. This Proxy may be returned to the Association's Secretary through the Management Agent via a telephone facsimile transmission to FAX Number 703-941-9005.

Leaving a proxy uninstructed authorizes the proxy-holder to vote as the proxy-holder sees fit on all issues that come before the meeting.

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B A L L O T

ELECTION OF DIRECTORS

One (1) person will be elected to the Board of Directors at the annual meeting to fill a vacancy for 2022.

Vote for one (1) person by placing an (X) by their name or by writing their name and address below.

Stephen Kaye 6715 Aspen Trace Court

_____ _____

Signature

Address/Unit

Date