

Bolling Brook Condominium Unit Owners Association

c/o Legum & Norman, Inc.

3130 Fairview Park Drive, Suite 200 | Falls Church, VA 22042

2015 Annual Meeting Notice

TO: All Unit Owners, Bolling Brook Condominium
FROM: Legum & Norman Inc., Keith Elliott

October 14, 2015

We are pleased to announce that the 2015 Annual Meeting of the Bolling Brook Condominium Unit Owners Association will be held on November 16, 2015. Details of the meeting are noted below; **please note the new location**. We need your participation to ensure a quorum is met and so that our community can move forward with an election and other business. **Please take a moment to read this notice (and the enclosures) carefully.**

Date & Time: November 16, 2015 at 7:00 p.m. (Sign-in will begin at 6:30 p.m.)

Place: Fairlington United Methodist Church
(In the Fellowship Hall)
3900 King Street, Alexandria, Virginia 22302

Purposes: (1) Election of one Director to the Board of Directors, (2) other Annual Meeting routine business and (3) discuss all the current projects and renovations going on at Bolling Brook.

The Association's Bylaws require that an Annual Meeting of the membership be held once a year. However, in order to conduct any business at the Annual Meeting, the Bylaws require that unit owners representing at least twenty-five percent (25%) of the aggregate ownership interest in the Condominium attend the meeting either in person or by proxy. We cannot stress enough how important it is that you attend this meeting, either in person or by proxy, in order to achieve the quorum necessary to conduct our Annual Meeting. *If you cannot attend in person (or are unsure if you can attend), please be sure you take an extra few minutes to fill out the enclosed proxy form and timely submit it. Proxy form instructions are enclosed for your reference. To be valid, your completed, signed, dated and witnessed proxy form must be filed with the Association's secretary by either:*

- A. Bolling Brook Condominium c/o Legum & Norman, 3130 Fairview Park Drive, Suite 200, Falls Church, VA 22042. Please note your proxy must be received by 2:00PM on November 16th, 2015.
- B. Giving it to your appointed proxy so that he/she can present it at the meeting.

Your interest in serving your Community is greatly appreciated. The Board looks forward to your participation in this important meeting! Should you have any questions, please feel free to contact Keith Elliott, CMCA, Community Association Manager (Legum & Norman), at (703) 970-8860 or kelliott@legumnorman.com.

**BOLLING BROOK CONDOMINIUM UNIT OWNERS ASSOCIATION
PROXY –2015 ANNUAL MEETING**

PART A. OWNER'S APPOINTMENT OF PROXY

I/We, the undersigned owner(s) of the Unit listed below located at Bolling Brook Condominium, do hereby appoint:

[on the above line, print name of your appointed proxy (person) who will be attending the meeting in person on your behalf]

(or, if no name is listed above, any current Association officer attending the meeting in person) to serve as my/our proxy at the Association's Annual Meeting to be held on November 16 2015 and at any subsequent adjournments or reconvenings of that meeting. In the absence of a quorum, my/our proxy shall cast my/our vote in favor of moving to adjourn and reconvene at a later time and, for the election of directors, my/our proxy shall cast my/our vote as indicated below in Part B, if marked.

PART B. OWNER'S VOTING INSTRUCTIONS

Election of Directors – *[Mark only one box for either instructed or uninstructed]*

- INSTRUCTED PROXY:** My/Our proxy shall cast my/our vote for the election of Directors as follows: [On the line below write in your vote of a candidate nominated from the floor. Vote for *no more than One candidates*; all candidates must be duly nominated from the floor at the meeting before a vote for that person can be counted]

OR

- UNINSTRUCTED PROXY:** My/Our proxy shall cast my/our vote as he/she deems appropriate for the election of directors.
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PART C. OWNER AND WITNESS INFORMATION AND SIGNATURES

This proxy shall be revoked only by actual notice from me/us to the person presiding over the meeting. My/our attendance at the meeting in person, or submission of a later-dated proxy form, shall be deemed actual notice of revocation.

Signature of Owner

Signature of Co-Owner (if applicable)

Print Owner's Name

Print Co-Owner's Name

Date

Date

Signature of Witness

Signature of Witness