



Dawson Landing Homeowners Association, Inc.
Post Office Box 4401
Woodbridge, VA 22194

April 21, 2016

Subject: **NOTICE OF BIENNIAL MEETING**

Dear Dawson Landing Homeowner,

Spring is unfolding and it's that time of year for our association's biannual meeting. I hope you can join us on **May 24th at 6:30 PM**. The meeting will be held in the cafeteria of the Prince William County **Ferlazzo Building** at 15941 Donald Curtis Drive, Woodbridge, VA. Pizza and soda will be provided up until the **start of the meeting at 7:30 PM**. Feel free to come directly from work and enjoy dinner with your neighbors.

As we informed you two months ago, the HOA Board of Directors want to implement a **community wide trash service contract** whereby the quarterly fee of \$39 per household for Refuse and Recycle services is included in the biannual assessment, and the service provider is paid by the HOA. At the biannual meeting the Board will call for the **homeowners to vote on whether to start the assessment increase in June 2016** for the new Refuse and Recycle services. Please take a moment to carefully consider the enclosed **ballot and proxy for the timing of the biannual assessment increase**. This assessment increase for the trash service will remain fixed for a period of at least 3 years.

The HOA needs a minimum 10% of the association members to participate at the meeting or by proxy. A majority vote will decide to start the trash initiative in 2016. If you cannot attend this biannual meeting, please complete and return your proxy now.

We are very grateful for the committed teams of HOA volunteers that have worked so hard for the betterment of our community. The Refuse and Recycle Task Force has been busy gathering input from neighbors, identifying potential issues and developing a transition plan to allay homeowner concerns. The ARB Committee stands ready to approve change requests and is preparing for the upcoming property inspections.

Save the date! This year's **Community Yard Sale** will be held – rain or shine – on **Saturday, June 4th from 8:00 AM to noon**. Promptly notify Randy Causey at clawdeb@gmail.com, or call 410-533-7559, with your name and address if you'd like to participate or offer your assistance.

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The Board has opened new communication lines via www.dawsonlanding.com to keep everyone abreast of our activities – check out our meeting minutes, community information posts and our **May 24th biannual meeting agenda**. We've also connected with homeowners and received valuable input at dawsonlandinghoa@hotmail.com. Watch as our communication lines begin to expand across social media, and transform how neighbors can work together.

A big thank you for all of your suggestions, support and ongoing assistance. We plan to provide more opportunities for you to get acquainted with your neighbors and make new friends in the coming year.

Please plan to attend next month's biannual meeting to learn more about what's happening in Dawson Landing. I look forward to seeing you there.

Best regards,

A handwritten signature in black ink, appearing to read "Maureen Parlette", enclosed in a thin black rectangular border.

Maureen Parlette
President

Enclosure: Proxy Form with Instructions

PROXY FORM

Address _____

(I)(We) _____ and _____
(PRINT) (PRINT)

under the provisions of ARTICLE III, Section 6. Of the Bylaws of Dawson Landing Homeowners Association, Inc., hereby grant(s) (MY) (OUR) proxy to

(Insert name of another Class A Member (Lot owner), Director or Officer (if left blank the Secretary shall be designated as your proxy for the purposes of casting your vote as instructed below).

for the sole purpose of casting (my) (our) votes at the biannual meeting to be held on May 24, 2016, or any subsequent meeting called due to failure to obtain a quorum at the first attempt to hold the meeting provided that this proxy shall be deemed invalid after 11 months.

Check one of either (A, B or C) below:

A. **Instructed Proxy**: The person in this proxy must cast (my) (our) votes for the following decision on a community wide trash service contract.

Yes, increase and prorate the biannual assessment to account for the new Refuse & Recycle Services starting in September 2016.

Checking this box permits the HOA to prorate your June 2016 biannual assessment, and bill you \$94 + (4 months x \$13 attributed to trash) = a total of **\$146 for the July 2016 – December 2016 period**. Future annual assessments will be divided into biannual payments of \$172, which consists of \$94 attributed to regular assessment + (6 months x \$13 attributed to trash), and includes weekly Refuse & Recycle services for a 6 month period. The December 2016 biannual assessment will amount to \$172 for the January 2017 – June 2017 period. The June 2017 biannual assessment will amount to \$172 for the July 2017 – December 2017 period.

No, do not increase the annual assessment to include Refuse & Recycle services.

Checking this box means the HOA will not change your June 2016 biannual assessment. Your bill will amount to \$94 for the July 2016 – December 2016 period. There would be no HOA trash service.

B. This is an **Uninstructed Proxy**, given to the Proxy holder without instructions to vote as said person deems best.

C. **Proxy for Quorum Purposes Only**: Authorizes the Secretary to count you as present at the meeting, but does not allow any person to cast your vote at the meeting. This means your Lot (Class A membership) will be counted for quorum purposes only.

(Owner's Signature)

(Owner's Signature)

Date _____

Date _____

NOTE: Please read the proxy instructions on the back. A copy of this proxy must be filed with the Secretary or Managing Agent before the commencement of the biannual meeting. This proxy may be revoked only by actual notice to the Secretary or Management Agent prior to the commencement of the meeting.

INSTRUCTIONS FOR PROXY

1. USE THE PROXY ONLY IF YOU DO NOT WISH TO VOTE IN PERSON OR CANNOT ATTEND THE DAWSON LANDING HOMEOWNERS ASSOCIATION BIENNIAL MEETING SCHEDULED FOR **MAY 24, 2016 AT 7:30 PM IN THE PRINCE WILLIAM COUNTY FERLAZZO BUILDING**, LOCATED AT 15941 DONALD CURTIS DRIVE, WOODBRIDGE, VA. YOU MAY ASSIGN YOUR PROXY TO A **CLASS A MEMBER** (LOT OWNER) WHO WILL ATTEND THE MEETING; ASSIGN IT TO A DIRECTOR OF YOUR CHOICE TO VOTE ON YOUR BEHALF FOR **THE ANNUAL ASSESSMENT TO INCLUDE TRASH SERVICES** OR FOR ANY ACTIONS OR QUESTIONS MADE BY MOTION AT THE MEETING; OR FOR PURPOSES OF ESTABLISHING A QUORUM ONLY AND NOT TO CAST A VOTE ON ANY ISSUE TO BE VOTED ON BY THE MEMBERSHIP.
2. ALL OWNERS OF RECORD OF THE LOT (CLASS A MEMBERS) SHOULD SIGN ANY PROXY.
3. THE PROXY SHALL BE NULL AND VOID IF IT IS NOT DATED AND SIGNED BY AT LEAST ONE LOT OWNER.
4. Print your address and name at the top of the proxy to ensure that your Lot is registered as present for the meeting and to ensure that, if desired, your vote is counted.
5. Print the name of the person or Director you wish to designate as your proxy. If you leave a blank, the Association's Secretary will be designated as your proxy to cast your votes.
6. If you mark the box on the proxy form for "instructed proxy," your designated proxy must vote as you have designated on the proxy form.
7. If you mark the box on the proxy form for "uninstructed proxy," your designated proxy shall have leeway to cast your vote as that person deems best.
8. If you mark the box on the proxy form "proxy for quorum purposes only," your proxy will be counted for quorum purposes only to allow proceedings of the biannual meeting to continue with those Lot owners present. The person that you designate as your proxy will not be able to submit a vote on any vacancies, actions or questions raised during the meeting.
9. **Please mail (so that it arrives no later than May 20, 2016) your completed proxy form to the Dawson Landing Homeowners Association, Inc. at Post Office Box 4401, Woodbridge, VA 22194 or hand deliver it by May 23, 2016 to the Association Secretary's home address at 15409 Marsh Overlook Drive, Woodbridge, VA 22191.**
10. Consistent with ARTICLE III Meetings of Members, Section 5. Voting, of the Bylaws of Dawson Landing Homeowners Association, Inc. – No Class A Member (Lot owner) shall be eligible to vote, either in person or by proxy, or to be elected to the Board of Directors, who is shown on the books or management accounts of the Association to be more than sixty (60) days delinquent in any payment due to the Association.