



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

October 17, 2024

Friends and Fellow Homeowners,

This letter serves as notice of the **Homeowners Association Biannual Meeting on November 12 at 7:00 PM**, in the **McCourt Building** Occoquan Room, 1 County Complex Ct., Woodbridge, VA 22192. The agenda is attached.

This is the annual election meeting to fill seats on the Board of Directors. The Declaration dictates staggered terms to ensure continuity of HOA operations. We have two seats to fill due to ending terms, and one resignation, for a total of **three** seats. You may vote in person or by proxy. We request you submit a proxy to secure your vote in the event your plans are changed at the last minute precluding your attendance. A quorum of 27 members in good standing, in person or by proxy, is required in order to hold an election. Please know your voting rights are suspended if you have an outstanding assessment balance or open violations.

When selecting another homeowner as your proxy, please ensure that homeowner will be attending the meeting to cast your vote. Selecting a current BOD member is a good option, or leaving that field blank authorizes the President to fulfill the instruction of your proxy.

The board will serve pizza and personal servings of water again this year. At the time of this writing, the CDC states that nationally, respiratory illness causing people to seek healthcare is low. That said, if you are sick, please submit your vote via proxy. See <https://www.cdc.gov/respiratory-viruses/index.html> for more information.

You may submit your proxy via the following methods. Either:

- Email [dawsonlandingbod@gmail.com](mailto:dawsonlandingbod@gmail.com), or;
- USPS mail to Dawson Landing HOA, P.O. Box 4401, Woodbridge, VA 22194, or;
- Hand-deliver to a board member.

This is a homeowners meeting, versus business meeting, where homeowners are encouraged to participate. Reports will be presented, election held, and the meeting will conclude with an open forum. Please include any questions you have along with your proxy to allow preparation to obtain references for meaningful discussion. The questions and answers will be included in the meeting minutes and posted on [www.dawsonlanding.com](http://www.dawsonlanding.com) to promote information sharing for those unable to join us.

We look forward to seeing you at the meeting and welcoming the new member to the board.

Stay healthy and safe.

Sincerely,

Robert Parlette  
President  
Dawson Landing Homeowners Association



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

## BIANNUAL AGENDA

November 12, 2024

### Call to Order – 7:00 PM

HOA President

Robert (Bud) Parlette

### HOA Board Reports – 7:05 PM

Treasurer's Report

Paul McCann

Vice President's Report

Jannie McNeil

President's Report

Bud Parlette

### Elections – 7:25 PM

Nominations from the floor

Vote by ballot / counting of ballots and proxy's

Announcement of new BOD members

*(Will be posted on [www.dawsonlanding.com](http://www.dawsonlanding.com) via the annual Presidents Letter.)*

### Homeowners' Open Forum – 7:45 PM

Bud Parlette

Time for members to address or raise issues. *(In order to allow time for everyone to be heard we ask each homeowner to limit discussion to 3 minutes.)*

Questions submitted by homeowners along with their proxy.

### Adjourn – 8:00 PM

**PROXY FORM**

**Address** (house number and street) \_\_\_\_\_

**(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 **President** 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 **Nov 12, 2024**, 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) vote for the following candidates (up to **3**) for the Board of Directors.

- |   |  |
|---|--|
| <input type="checkbox"/> Marilyn Collins: _____ | <input type="checkbox"/> William Reha: _____ |
| <input type="checkbox"/> Jannie McNeil: _____   | <input type="checkbox"/> Darryl King: _____  |
| <input type="checkbox"/> Write in: _____        | <input type="checkbox"/> Write in: _____     |
| <input type="checkbox"/> Write in: _____        |  |

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 President 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 President or Managing Agent before the commencement of the biannual meeting. This proxy may be revoked only by actual notice to the President or Management Agent prior to the commencement of the meeting.

**INSTRUCTIONS FOR PROXY**

1. USE THE PROXY IF YOU DO NOT WISH TO VOTE IN PERSON OR CANNOT ATTEND THE DAWSON LANDING HOMEOWNERS ASSOCIATION BIENNIAL MEETING SCHEDULED FOR **NOV 12, 2024 AT 7:00 PM**, LOCATED AT THE MCCOURT BUILDING OCCOQUAN ROOM, 1 COUNTY COMPLEX CT. WOODBRIDGE, VA 22192. 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 PERSONS NOMINATED TO FILL VACANCIES ON THE BOARD OF DIRECTORS 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 THE 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 President will be designated as your proxy to cast your votes as you have specified.
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 identified on the proxy.
9. **Please mail (so that it arrives no later than Nov 8, 2024) your completed proxy form to the Dawson Landing Homeowners Association, Inc. at Post Office Box 4401, Woodbridge, VA 22194 or hand deliver it by Nov 12, 2022 to the HOA's President's home address at 15405 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.