

## ANNUAL MEETING NOTICE FOR BIRCHWOOD HOMEOWNERS' ASSOCIATION, INC.

This letter is to announce the 2022 Annual Meeting of the Birchwood Homeowners Association, Inc.

**Date:** January 5, 2022  
**Log In:** 6:45 PM  
**Time:** 7:00 PM  
**Place:** **Virtual: Microsoft Teams - An Invite will be sent to your email address**  
**In Person: You can also attend the meeting at 320 Riverbirch Lane.**

Please plan to attend this important annual meeting for information about the association, 2021 Financial Review and 2022 budget. A quorum of 50% owners (51) in person or by proxy needs to be established for voting purposes. \*If a quorum is not present, then association business (budget and elections) will not be discussed. Instead, the meeting will conclude, but not adjourn. Board reports and a question/answer session will be held.

For those unable to attend the meeting, we encourage you to complete a proxy and email it to [hsiberon@heritageproperty.com](mailto:hsiberon@heritageproperty.com) and/or submit via portal. The person authorized on the proxy has the authority to cast your vote at his/her discretion.

For the most up to date meeting information, go to: <https://birchwood.org/meeting>.

**\*\* Only residents who are current on their dues will be eligible to vote. \*\***

### ANNUAL MEETING AGENDA

The meeting agenda is as follows:

6:30 PM - 7:00 PM Sign-in

7:00 PM Call to Order and Determine Quorum\*  
Introductions of property manager and board members  
Solicit volunteers to serve on board

7:15 PM- 7:45 PM 2020 Report & 2022 Budget  
Community Assessment Dues  
Upcoming Projects and potential costs

7:45 PM Question & Answer Session

8:00 PM Close & Adjourn

**PROXY**

**BIRCHWOOD HOMEOWNERS' ASSOCIATION, INC.**

**ANNUAL MEETING**

I (we) the undersigned, being the owner(s) of \_\_\_\_\_ (address), hereby represent that I (we) are entitled to vote at the Annual Meeting of said Association on January 5, 2022, and that all association assessments or other charges are paid in full. Receipt of Notice of the Annual Meeting of the Association is hereby acknowledged.

I (we) do hereby appoint \_\_\_\_\_,  
(Name of Proxy)

or the president of the Association, as the true and lawful attorney in fact of the undersigned to exercise the vote which I (we) would be entitled to exercise if personally present at the Meeting of said Association to be held via Microsoft Teams on January 5, 2022, at 7:00 PM, and at all adjournments thereof. The undersigned hereby revokes any Proxy executed by me to vote at the said meeting; this proxy may not be transferred and can be revoked and cancelled by my attendance at said meeting.

The undersigned understands and acknowledges with the return of this Proxy to the Board of Directors for filing with the Secretary of said Association, the above-named Proxy has full authority to vote for me on all matters coming before the said meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please mail or fax this completed form to:

Heritage Property Management Services, Inc.  
500 Sugar Mill Rd  
Building B, Suite 200  
Atlanta, GA 30350  
Attn: Heidi Siberon  
Fax: 770-200-8570