

SPRINGFIELD SQUARE HOME OWNERS ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING

June 3, 2024

Dear Springfield Square Home Owner:

According to the Springfield Square Home Owners Association (HOA) Bylaws, Article IV, Section 4, this serves as official notification of the Association's Annual Meeting to be held on:

Date: Monday June 24, 2024, at 7:00 P.M.

Location: Franconia Police Station, 6121 Franconia Road, Alexandria, VA 22310.

Sign in will begin at 6:50 P.M.

The meeting will be held from 7:00 P.M. to 9:00 P.M. upon obtaining a quorum.

To conduct a meeting, a quorum of 25% of the homeowners (29) must be present or represented by proxy at the meeting. To ensure that a quorum is present, we are asking all homeowners to attend the meeting. If you are unable to attend the meeting, please complete the attached proxy and return it to Northern Virginia Management, no later than **Monday June 24, 2024.**

**TWO (2) \$50.00 DRAWINGS WILL BE HELD:
ONE (1) FOR THOSE THAT ATTEND THE MEETING, AND
ONE (1) FOR THOSE THAT TURN IN A PROXY**

There are 4 Board members up for re-election and one open Board position so elections will be held.

We look forward to your attendance at the meeting. If you have any questions, please direct them to:

**Timothy Kirchner of Northern Virginia Management at:
nvm@northernvirginiamanagement.com**

SPRINGFIELD SQUARE HOME OWNERS ASSOCIATION, INC.

ANNUAL MEETING

Monday, June 24, 2024, at 7:00 P.M.

AGENDA

- ROLL CALL (PROOF OF QUOROM) CERTIFICATION OF PROXIES
- PROOF OF NOTICE OF MEETING
- REVIEW AND APPROVAL OF MINUTES OF PRIOR ANNUAL MEETING
- REPORT FROM THE PRESIDENT, BOARD OF DIRECTORS, ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE, AND MANAGEMENT
- APPOINTMENT OF INSPECTORS OF ELECTION
- ELECTION OF DIRECTORS
- UNFINISHED BUSINESS
- NEW BUSINESS
- ADJOURNMENT

SPRINGFIELD SQUARE HOME OWNERS ASSOCIATION, INC.

PROXY

PLEASE NOTE: Incomplete proxies will not be accepted. Homeowner's that are not in "good standing" with delinquent accounts (any amount over 60 days) and/or rules violations will not be allowed to vote.

In accordance with Article V, Section 9 of the Bylaws, a homeowner may appoint as their proxy holder any other member currently in good standing or the management agent.

I/We _____ [print name(s) here], owner in "good standing" of the home located at the address listed below hereby authorize and grant my/our proxy for the Annual Meeting of Springfield Square HOA to be held on **Monday, June 24, 2024**, at 7:00 P.M. or any subsequent adjournments of that meeting to:

(Print name of member of Board of Director or member of the Association appointed.) (If left blank, the Board President will be deemed to be appointed)

FOR THE PURPOSE OF ESTABLISHING A QUORUM AND AS FOLLOWS: (If left blank, this proxy will be used for quorum only).

I. Regarding the Election of Board Members:

- In favor of _____, _____, _____,
_____, _____, for election to the Board; *or*
 Vote as the proxy holder deems appropriate.

II. Regarding all other issues that may properly come before the Association at the Annual Meeting:

- As the proxy holder deems appropriate.

This Proxy hereby revokes all prior proxies, if any. This Proxy shall not be revoked except by actual notice of revocation by the undersigned to the Secretary, upon my/our selling my/our lot to a third party, or upon eleven (11) months from the date hereof, whichever occurs first.

Signature of Owner(s)

Address

Date

Please return this proxy to: Any Board member or Timothy Kirchner, Property Manager, Northern Virginia Management, 4306 Evergreen Lane, Suite 101, Annandale, VA 22003 by **Monday, June 24, 2024**, or to the person presiding over the meeting during registration. You may also email the proxy to: nvm@northernvirginiamanagement.com

