



WINDSOR MEWS OWNERS ASSOCIATION, INC.

c/o FirstService Residential
11351 Random Hills Road, Suite 500
Fairfax, VA 22030

NOTICE OF 2019 ANNUAL MEETING

January 24, 2019

In accordance with Article 2, Section 2.3 of the Windsor Mews Owners Association, Inc. Bylaws, this letter serves as your official notice of the Association's 2019 Annual Meeting scheduled for:

DATE AND PLACE: **Wednesday, February 13, 2019**
FirstService Residential
11351 Random Hills Road, Suite 500
Fairfax, VA 22030

TIME: **7:00 p.m. Sign-in**
7:30 p.m. Annual Meeting Begins

The purposes of the Annual Meeting are to elect one (1) lot owner to the Association's Board of Directors, share information of general interest to the membership, and ask and answer questions. The Annual Meeting is also a great opportunity for you to meet your neighbors, the officers and members of the Board of Directors, and representatives of FirstService Residential. The elected members will serve three-year terms.

ELECTION TO THE BOARD OF DIRECTORS

Among other powers, the Board of Directors has the power to appoint whatever committees it deems appropriate; employ a manager and any employees, consultants, professional advisors, or independent contractors it deems necessary; and prescribe their duties. Among other duties, the Board of Directors has the duty to procure and maintain adequate bonding and liability, hazard, and other insurance; oversee the work of all officers, agents, and employees of the Association; and draft, revise, adopt, and amend rules and regulations.

If you would like to run for election to the Board of Directors, please complete the enclosed **APPLICATION FOR CANDIDACY** and return it to **Windsor Mews Owners Association, Inc., c/o FirstService Residential, 11351 Random Hills Road, Suite 500, Fairfax, VA 22030 or fax it to (703) 591-5785 so that it is received by the staff of FirstService Residential no later than noon on Tuesday, February 12, 2019.** The names of those whose applications are received by the deadline will appear on the **BALLOT** for the election at the meeting. Candidates also may be nominated from the floor at the meeting.

ATTENDANCE

Your presence at this meeting, either in person or by proxy, is most important. A quorum of at least ten percent (10%) of the total eligible vote is needed before any business can be conducted. No person other than the declarant, a mortgagee, the managing agent, or an officer shall cast votes as a proxy for more than five lots not owned by such proxy. If you are unable to attend the meeting to vote in person, please complete the enclosed **PROXY FORM** and give it to your designated proxy holder who plans to attend the meeting or mail/send/deliver your **PROXY FORM** to **The Secretary, Windsor Mews Owners Association, Inc., c/o FirstService Residential, 11351 Random Hills Road, Suite 500, Fairfax, VA 22030 or fax it to (703) 591-5785 so that it is received by the staff of FirstService Residential no later than noon on Tuesday, February 12, 2019.**

ELIGIBILITY TO VOTE

Each lot gets one (1) vote. If the ownership of a lot is in the name of more than one (1) person, the owner present at the meeting shall be the person who is entitled to vote on behalf of the other owners of the lot. If more than one owner of the lot attends the meeting, then the vote for that lot shall be cast in unanimous agreement by all owners of the lot who are present at the meeting. No member may vote at any meeting of the Association or be elected to serve on the Board of Directors if payment by such member of any financial obligation to the Association is delinquent more than sixty (60) days and the amount necessary to bring the account current has not been paid at the time of such meeting or election.

The Board and FirstService Residential look forward to seeing you at the meeting. Please address any questions you may have to FirstService at (t) (703) 385-1133 or (e) customerservice.dcmetro@fsresidential.com.

On Behalf of the Secretary of the Board of Directors,

FirstService Residential
Management Agent for Windsor Mews Owners Association, Inc.

Enclosures: **MEETING AGENDA, APPLICATION FOR CANDIDACY, PROXY FORM AND INSTRUCTIONS**



WINDSOR MEWS OWNERS ASSOCIATION, INC.

2019 ANNUAL MEETING

FEBRUARY 13, 2019

**FIRSTSERVICE RESIDENTIAL
11351 RANDOM HILLS ROAD, SUITE 500
FAIRFAX, VA 22030**

MEETING AGENDA

1. Call to Order – 7:30 p.m.
2. Roll Call – Determination of Quorum and Agenda
3. Proof of Notice of Meeting
4. Review and Approval of 2018 Annual Meeting Minutes
5. Reports of Officers and Committees of the Board
6. Call for Nominations from the Floor
7. Introduction of Candidates
8. Appointment of Inspectors of Elections
9. Election of Directors
10. Unfinished Business
11. New Business
12. Open Forum
13. Adjournment

WINDSOR MEWS OWNERS ASSOCIATION, INC.

2019 ANNUAL MEETING
FEBRUARY 13, 2019

APPLICATION FOR CANDIDACY

I am interested in serving on the Windsor Mews Owners Association, Inc. Board of Directors. Please include my name on the **BALLOT** for the election.

PLEASE PRINT OR TYPE ALL INFORMATION

NOMINEE:

Name

Address

Home/Business Telephone

Email Address

Signature of Nominee

PERTINENT BIOGRAPHICAL INFORMATION AND QUALIFICATIONS:

*Please forward your completed **APPLICATION FOR CANDIDACY** to the address below so that it is received by the staff of FirstService Residential no later than noon on Tuesday, February 12, 2019.*

WINDSOR MEWS OWNERS ASSOCIATION, INC.
c/o FirstService Residential
11351 Random Hills Road, Suite 500
Fairfax, VA 22030
Tel (703) 385-1133
Fax (703) 591-5785

PROXY INSTRUCTIONS

USE THE ENCLOSED UNINSTRUCTED PROXY FORM IF YOU ARE UNABLE TO ATTEND THE MEETING TO VOTE IN PERSON AND WISH TO HAVE SOMEONE ELSE VOTE ON YOUR BEHALF.

1. Print your name and address where indicated.
2. Check box A, B, or C (only 1 box). If you check box B, print the name of the natural person you designate to be your proxy holder.
3. Sign and date the proxy.
4. Mail, deliver, or fax your completed proxy to your proxy holder who plans to attend the meeting and vote on your behalf. Your proxy holder should bring your completed proxy to the Annual Meeting and present the proxy when registering. Should you choose to assign your proxy to the Secretary of the Board of Directors, please either (1) submit your proxy by hand delivery or by mail to The Secretary, Windsor Mews Owners Association, Inc., c/o FirstService Residential, 11351 Random Hills Road, Suite 500, Fairfax, VA 22030 or by fax to (703) 591-5785 prior to noon on Tuesday, February 12, 2019 or (2) see to it that your proxy is brought to the meeting by the time the meeting commences.
5. A proxy may be revoked only by written notice from the owner/owners to the person presiding at the meeting.
6. Any proxy shall be void if it is not signed and dated, if it purports to be revocable without notice, or if the signature of any of those executing the proxy is invalid.

YOUR COMPLETED UNINSTRUCTED PROXY MUST BE PRESENT AT THE START OF THE MEETING ON FEBRUARY 13, 2019, TO HAVE AN EFFECT.



WINDSOR MEWS OWNERS ASSOCIATION, INC.

2019 ANNUAL MEETING UNINSTRUCTED PROXY

I/We, _____ and _____,
(Owner) (Owner)

of _____,
(Windsor Mews Address)

being a member/members in good standing of Windsor Mews Owners Association, Inc. under the provisions of Section 3.4 of the Bylaws, do hereby grant my/our proxy for the sole purpose of voting at the 2019 Annual Meeting as follows:

- A. Secretary, Board of Directors, to vote as he/she sees fit.
- B. _____ to vote as he/she sees fit.
(Print Name in Full)
- C. Count me/us present for quorum purposes only.

This proxy is executed for the 2019 Annual Meeting scheduled for February 13, 2019 at 7:30 p.m. or any adjournments or continuations thereof. If the name of the proxy holder is left blank, it will be assigned to the Secretary. If A, B, and C above are each left blank, this proxy will be used for quorum purposes only. This proxy must be signed and dated below in order to be valid.

Signature of Owner

Date

Signature of Owner

Date

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