

WINDSOR MEWS OWNERS ASSOCIATION, INC.

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

NOTICE OF 2020 ANNUAL MEETING

January 2, 2020

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 2020 Annual Meeting scheduled for:

DATE AND PLACE: **Thursday, February 13, 2020**
The Fairfax City Regional Library
10360 North Street, Meeting Room A
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 two (2) lot owners 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, 2020.** 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 Wednesday, February 12, 2020.**

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**