



## THREE OAKS ASSOCIATION, INC.

May 2, 2017

To: ALL MEMBERS OF THREE OAKS ASSOCIATION, INC.  
Silver Spring, MD 20901

Re: ANNUAL MEETING – *Reminder Meeting Date*  
*May 22, 2017 @7:00PM*

Dear Owner(s):

This is to remind you of the Annual Meeting for Three Oaks Association, Inc., which will be held on Monday, May 22, 2017, beginning at 7:00 p.m., at:

Highland View Elementary School  
9010 Providence Avenue | Silver Spring, MD 20901  
301-650-6426

**We urge all owners in Three Oaks Association, Inc. to attend this Annual Meeting, either in person or by proxy.**

The purpose of the Annual Meeting will be to elect two (2) members to the Board of Directors as well as transact any other business that may properly come before the meeting. Members may also make nominations from the floor and may nominate themselves or other members at the evening of the Annual Meeting.

Board membership is an important way to serve the community. The Board is responsible for adopting the annual Association budget, which is the basis for everyone's association fees. In addition, the Board is responsible for enforcing the community's covenants and architectural rules, and for ensuring that the common areas are properly maintained. Association Boards usually appoint committees to assist with these important tasks.

No candidates have applied for the open positions on the Board of Directors. If you are willing to serve on the Board of Directors and are willing to accept fiduciary responsibility on behalf of your fellow members, we encouraged you to seriously consider serving on the Board.

### **PROCESS FOR NOMINATIONS AT THE MEETING:**

All Members interested in nominating another person to serve on the Board need to be aware of the following:

- Nominations may be made from the floor at the annual meeting. Such nominations may be made from among members or non-members.
- Prior to nominating a person for the Board, it is necessary to have their consent to serve if elected. Another member will need to second the nomination.
- No member shall be eligible to vote, either in person or by proxy, or to be elected to

the Board of Directors, who is delinquent in the payment of any Assessment on any Lot.

**INSTRUCTED PROXY:**

Enclosed is an Instructed proxy valid for the purpose of establishing a quorum and for any business other than the election of a board member, which may properly come before the Association. It is valid for the Annual Meeting and any adjournments of this meeting. It is important to return this proxy in the self-addressed return envelope or brought to the meeting by another owner in your absence.

**QUORUM:**

A quorum, which is the presence, in person or by proxy, of Members having more than twenty five percent (25%) of the total authorized votes, is required in order to hold this meeting.

If a quorum is not obtained, the procedure authorized by the Bylaws may be invoked.

**DIRECTIONS FOR VOTING (BALLOT):**

Ballots will be provided at the meeting and nominations will be accepted at the meeting. Any member who is unable to attend may appoint either the Secretary of the Association or another Member as their proxy for the purpose of casting their vote on any matter, other than the election of directors.

All candidates must be nominated at the Annual Meeting prior to the election. The ballot will be valid only if the following instructions are followed:

- a. Only people who are nominated at the Annual Meeting are candidates.
- b. A ballot for a person not nominated is invalidated.

Thank you and we look forward to seeing you at the Annual Meeting on Monday, May 22, 2017@ 7:00PM

Sincerely,



Hayat M. Nasser, CMCA  
Property Manager  
Three Oaks Association, Inc  
6915 Laurel Bowie, Road, Suite 101 | Bowie, MD 20715  
Office 301-805-1050 x 312 | Fax 301-805-1051  
E-Mail: [hayat@quizamanagement.com](mailto:hayat@quizamanagement.com)  
Web: [www.quizamanagement.com](http://www.quizamanagement.com)

Enclosures: (a) Agenda, (b) Instructed Proxy



# THREE OAKS ASSOCIATION, INC.

2017 ANNUAL MEETING – May 22, 2017

## INSTRUCTED PROXY

I/WE, the undersigned member(s) of the Lot identified below, which is part of Three Oaks Association, Inc., hereby:

(Select only ONE of the following three options)

(OPTION ONE)      appoint the Secretary of the Association, or

(OPTION TWO)      appoint the person designated here (include address), or

(OPTION THREE)      count this proxy for purpose of quorum only

as my/our proxy for the purpose of casting my/our vote on any matter, other than the election of directors, which may come before the members present at the Annual Meeting of the Association, to be held on May 22, 2017 including any adjournments thereof.

Please vote for no more than two (2) candidates, of which you may write in two (2).

### Candidates for Positions on the Board for which all owners may vote

- |                          |                               |                          |       |
|--------------------------|-------------------------------|--------------------------|-------|
| <input type="checkbox"/> | _____ *Berton, Valerie _____  | <u>WRITE IN:</u>         |       |
| <input type="checkbox"/> | _____ *Lynch, Martha F. _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____                         | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____                         | <input type="checkbox"/> | _____ |

### \*INCUMBENTS

**IMPORTANT:** Write-in candidates must be nominated from the floor before their name can be placed on the Ballot.

\*\*\*\*\*

\_\_\_\_\_  
Print Owner Name                      Date                      Signature of Owner

\_\_\_\_\_  
Print Owner Name                      Date                      Signature of Owner

\_\_\_\_\_  
Address of the Property located within Three Oaks Homeowners Association

### PLEASE NOTE:

1. All owners of record of this Lot must sign this form. Only one proxy per Lot is accepted. A proxy will be valid for this meeting and any and all adjournments thereof.
2. All proxies must be filed with the Association Secretary prior to the commencement of the meeting.
3. If any Lot Owner does not appoint another person to vote as instructed on their behalf, this proxy will be valid only for establishing a quorum for the Annual meeting.



## THREE OAKS ASSOCIATION, INC.

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May 2, 2017

To: ALL MEMBERS OF THREE OAKS ASSOCIATION, INC.  
Silver Spring, MD 20901

From: Three Oaks Board of Directors

Neighbors,

The Three Oaks Association Board invites you to attend our annual meeting on Monday, May 22. In addition to covering our typical annual meeting details, including board elections and the annual budget, the board will introduce a series of amendments to the Three Oaks Association covenants (also known as bylaws) for consideration by the community.

The proposed amendments would create a few important changes to the way the Three Oaks Board does business. While the Board has a few longstanding rules, mostly covering architectural standards, it is unable to enforce those rules because it lacks the ability to impose fines or other penalties for violations. The only recourse for a violation, such as the building of a nonconforming wall, is legal action. Such legal action is time-consuming and expensive, and a good use of our funds only as a last resort.

Our attorney has drafted a series of amendments for consideration, including:

- Giving the Board the authority to impose reasonable fines against homeowners who violate rules and regulations; before assessing any fines, the Board would notify the homeowner of the alleged violation and encourage action(s) to abate the violation, with reasonable time to correct it. If the violation were to continue the Board would schedule a hearing to give the homeowner an opportunity to be heard.
- All owners would be responsible for the care, maintenance and repair of his/her lot and the exterior of the dwellings in good order and repair.
- Clarifying the ways in which individual lots as well as common areas can be used.

We hope you can join us on May 22 to learn more about the proposed amendments and have a voice in the future of our community.

At the meeting, we will also clarify future payment methods to Quiza Management for monthly dues.