

LEEWOOD HOMEOWNERS ASSOCIATION
P.O. Box 1421
Springfield, VA 22151

ANNUAL MEETING NOTICE

February 16 2018

Dear Leewood Homeowner:

Our **2018 Annual Homeowners Meeting** will be held at **8:00 p.m.** on **Tuesday, March 13, 2018** in the auditorium at the Phillips School located at 7010 Braddock Road, Annandale (the Northwest corner of Braddock and Backlick Roads). Entrances to the school are on south Backlick Road (across from the shopping center) and west on Braddock Road. Use the entrance doors located to the right of the main entrance doors and follow the signs to the auditorium. We will have refreshments on hand, so you can come early and meet some of your neighbors.

We hope you will make the time to attend this meeting as the business to be conducted and the issues to be discussed affect all Leewood property owners and residents. Your attendance is an opportunity to have an impact on the community by sharing opinions and ideas and participating in the governance process. It is also a great opportunity to become reacquainted with old neighbors and meet new ones.

If you cannot attend the meeting, be sure to fill out the proxy form. A proxy makes it possible for you to be counted for quorum purposes. It also allows you to designate another person to vote on your behalf. For a VALID proxy, please follow the instructions on the form and remember:

- For quorum purposes only, mail your proxy form to the Association address shown above or drop it off with any board member. Submitting your proxy for *quorum purposes only* helps us meet our quorum so that business can be conducted.
- For quorum and voting purposes, you **must** designate a Leewood Board member or other homeowner who will be attending the Annual Meeting to vote on your behalf. Give your executed proxy form for quorum and voting purposes to your designated Board member or homeowner to bring to the Annual Meeting.

Only the proxy form contained in your packet may be used; copies will not be accepted. If you misplace your proxy, contact a Board member to obtain a new form.

This year three Board positions are up for election. The Board has not been successful getting volunteers to staff the Nominating Committee or to run for the Board positions. If you are interested in being part of a vibrant Board, please consider volunteering. You may contact a Board member to discuss your willingness to serve, or you can be nominated from the floor at the Annual Meeting.

We look forward to seeing you!

Attachments:

1. Agenda
2. Proxy Form
3. Ballot and Tax Resolution
4. President's Message
5. Financial Information

ATTACHMENT 1

AGENDA

LEEWOOD ANNUAL MEETING MARCH 13, 2018

- I. Call to Order and Announcement of Quorum
- II. Officer Reports
- III. Committee Reports
- IV. Management Company Introduction
- V. Voting
 - Nomination and Election of Board Member(s)
 - Tax Resolution
- VI. Open Forum
- VII. Announcement of Voting Results
- VIII. Adjourn

Meeting Rules

1. Because of limits on time, please keep discussions on one topic to less than ten minutes
2. Wait to be called upon before speaking
3. Meet someone new and enjoy our time together

ATTACHMENT 2

PROXY

Proxy form for use by homeowners at the Leewood Annual Homeowners Meeting to be convened on Tuesday, March 13, 2018 at 8:00 p.m. and any adjournment thereof

- 1. Be sure that the person you designate as your Proxy Holder will be attending the meeting and that his/her name and address are accurately reflected on the form.
- 2. Be sure to check the appropriate box on your proxy.
- 3. Be sure that your proxy is signed and dated by you, the homeowner(s). In the case of offsite owners, the address of the property in Leewood must be listed, not your offsite mailing address.

The undersigned owner(s) of the home set forth below hereby appoints (see #1. above):

Name _____ Address _____

as Proxy Holder for the undersigned owner(s) at the Annual Meeting of the members of the Leewood Homeowners Association to be held on March 13, 2018. If no name is entered, the Board of Directors Vice President will be designated for quorum purposes only.

CHECK APPLICABLE PROVISION (see #2. above):

- This Proxy is given to the Proxy holder without instructions.
NOTE: Giving a proxy without instructions gives the Proxy holder full authority to vote on behalf of the owner(s) upon any matter which may be properly presented at such meeting, as fully and with the same effect as if the owner(s) had been personally present at said meeting.
- This Proxy is given to vote me present for quorum purposes only.

I/we do hereby ratify that my/our Proxy may lawfully do or cause to be done by virtue hereof. This Proxy shall be irrevocable except by actual notice of the undersigned owner(s) to the officer presiding over the meeting that the Proxy is revoked. This Proxy shall terminate after the first meeting held on or after the date of the Proxy or at any adjournment or recess of said meeting (see #3. above).

Owner's Signature	Date	Owner's Name (Printed)
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Co-Owner's Signature	Date	Co-Owner's Name (Printed)
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Co-Owner's Signature	Date	Co-Owner's Name (Printed)
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Address to Which Proxy is Applicable	Lot #
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ATTACHMENT 3 2018 BALLOT & TAX RESOLUTION

Board Vacancy (vote for one)

	<u>For</u>	<u>Against</u>	<u>Abstain</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Tax Resolution

An IRS ruling, Revenue Ruling 70-604, allows homeowner associations to rollover excess assessment income from one year to the following year. The IRS ruling holds that the assessment income that is rolled over is not taxable income to the association. A separate election (resolution) must be made by the owners/members to be eligible for this rollover. Our accountants have advised us that by adopting a resolution that permits this rollover, we are then assured that **we can choose the tax filing method that will result in the lowest taxes** for the Association. It is recommended by our accountants that this resolution be passed on an annual basis.

Resolution:

“The Association elects to apply all or part of the excess assessment income to the following year’s assessments and that such final amounts shall be at the Board’s discretion.”

<u>For</u>	<u>Against</u>	<u>Abstain</u>
_____	_____	_____

ATTACHMENT 4

PRESIDENT'S MESSAGE

As Board President, I would like to take this opportunity to publically acknowledge and thank the volunteers who made it possible for Leewood to successfully operate in 2017:

Board of Directors: - **Dayna Roy** – Member-At-Large; **Nathan Parsons-Schwarz** – Vice President; **Janet Rourke** – Secretary; **Leona Taylor** – Treasurer.

Committees and Other Volunteers: **Catherine Perkins** (Welcome); **Dayna Roy** (*chair*), **Janet Rourke**, **Rose Weber**, **Bob Flynn** (ARC); **Stephen & Erica Greer and John Meadows** (National Night Out); **Allison Hilberer and Stephen & Erica Greer** (Newsletter); **David Taylor** (Website); **Kaleaph Luis**, **Gideon Abede**, **and me** (Grounds and Maintenance).

If I have neglected to mention anyone, please forgive my oversight. Leewood also has dedicated volunteers who do not hold any position or sit on any committee, but who are always willing to lend a hand when we need them. We appreciate and thank our unsung heroes.

As you will note, several volunteers are performing multiple duties. Leewood has historically been fortunate to have operated primarily with volunteers who run the Association and perform vital functions. Volunteerism has experienced a severe decline over recent years. As noted in the Assessment Notification you received in November, the Board has sought proposals from management companies for their services. This is a step the Board has tried to avoid for many years. Unfortunately, with fewer owners and residents volunteering to assist in keeping the community operational, the time has come to utilize a management company. Even with a management company, an active Board and Committees to oversee the property manager will still be required. For those who have never volunteered with the Association, please consider. I realize that time is tight for many; but the beauty in our community is only attainable because of owner's and resident's willingness to assist. We should not ever take for granted our success but continue to move forward together to maintain our little piece of heaven. We must protect our investment as home prices continue to increase. So please think seriously about volunteering for the Board, a Committee, or other functions of the Association. We need to build a future network of volunteers for the good of Leewood.

I want to take this opportunity to thank you for the privilege of serving and working with the Leewood community. I have met many of you either while out walking, over the phone or via email. I appreciate the compliments as well as complaints that have allowed me to see a different view point and to work for changes that better our community. Please know that as a long-time member of this community the experience has been rewarding. A special thank you goes to the neighbors who report on trash violators, pet owners who don't pick up after their dogs, and illegally parked cars. We appreciate the extra eyes on our community and will continue to enforce the rules to keep Leewood looking great. There is still much to be done and together with the Board and the community at-large, Leewood will continue to thrive and prosper.

To the Board members that I serve with, "**thank you**". None of what was accomplished could have been achieved without you and your hard work. Your honesty and willingness to give of your time and energy is greatly appreciated.

Sincerely
Patricia Willingham, President

ATTACHMENT 5

FINANCIAL INFORMATION

2018 Budget
2017 Financial Results