



Rosslyn Heights East Unit Owners Assn.
Arlington, Va.
www.rosslynheightseast.com

NOTICE OF ANNUAL UNIT OWNERS ASSOCIATION MEETING

TO: Unit Owners, Rosslyn Heights East, A Condominium
FROM: The Board of Directors
Date: September 27, 2019

The Annual Meeting of the Unit Owners Association of Rosslyn Heights, East, A Condominium, will be held at the Prospect House Community Room; the Prospect House front entrance is near 1300 N. Oak St., Arlington VA 22209. The scheduled date is **7 pm Tuesday, October 22, 2019**, pursuant to Article II of the Association's Bylaws.

ORDER OF BUSINESS

- a) Roll Call
- b) Proof of Notice of Meeting
- c) Reading of Minutes of Preceding Meeting
- d) Reports of Officers and Board of Directors
- e) Report of Management Agent
- f) Reports of Committees
- g) Election or Appointment of Inspectors of Election
- h) Election of Member(s) of the Board of Directors
- i) Unfinished Business
- j) New Business (including Discussion of Budget)
- k) Adjournment

Enclosed with this Notice of Meeting are the following items:

1. Instructions for Completing the Proxy Form
2. Annual Meeting Proxy Form

INSTRUCTIONS FOR COMPLETING THE PROXY FORM

PLEASE USE THIS PROXY FORM ONLY IF YOU WILL NOT VOTE IN PERSON. The proxy may be revoked only by actual notice to the person presiding over the Annual Meeting.

1. Fill in the name of the person you wish to designate as your proxy. You may designate one of the Board members listed below or any unit owner who will attend the Annual Meeting in person:

- Michael Myers, President (Bldg. 1222, #8)
- Margaret Marquette, Vice President (Bldg. 1304, #11)
- Gerald Briere, Treasurer (Bldg. 1302, #13)
- Richard Hadley, Secretary (Bldg. 1300, #21)
- Lauren Purnell, Member at Large (Bldg. 1300, #20)

2. Sign and date the proxy form (no witness required).

3. Return the proxy form to Paul Genebroso at:

Gates Hudson Community Management
3020 Hamaker Court, STE 300
Fairfax, VA 22031-2220
Phone: 703-752-8300

or

Fax: 703-876-9594

or

E-mail: pgenebroso@ghacm.com

4. Proxies must be received by 1:00 p.m. Eastern Time of the day of the Annual Meeting.



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ANNUAL MEETING PROXY FORM

I/We the undersigned do hereby constitute and appoint _____
(name of proxy)

the true and lawful attorney of the undersigned and in the undersigned name and stead, to vote as proxy upon all of the interest of undersigned in Rosslyn Heights, East, A Condominium, owned by the undersigned or standing in the undersigned name on the books of the Condominium as of the date of the Annual Meeting of the Unit Owners Association to be held at the Prospect House Community Room, Arlington, Va., at **7:00 p.m., Tuesday, October 22, 2019**, or at any adjournment thereof, for the following purposes:

- 1. Election of one member to the Board of Directors (for three-year term).
- 2. Transaction of such other business as may properly come before the meeting or any adjournment of the meeting.

IN WITNESS WHEREOF, the undersigned has executed this document on the _____ day of _____, 2019.

(Print Name of Unit Owner)

(Signature of Unit Owner)

_____ North Meade Street, Unit Number _____

WHOM YOU MAY DESIGNATE AS YOUR PROXY

You may designate as your proxy any member of the Board of Directors or any unit owner who will attend the Annual Meeting in person. The Board of Directors is composed of the following members (with units owned):

Michael Myers, President (Bldg. 1222, #8); Marquette, Vice President (Bldg. 1304, #11); Gerald Briere, Treasurer (Bldg. 1302, #13); Richard Hadley, Secretary (Bldg. 1300, #21); Lauren Purnell, Member at Large (Bldg. 1300, #20).

Proxies must be received by 1:00 p.m. Eastern Time of the day of the Annual Meeting.

Fax to: Paul Genebroso at 703-876-9594
or
Email to: pgenebroso@ghacm.com