

LEELAND STATION COMMUNITY ASSOCIATION

C/o FirstService Residential DC Metro LLC
923 Maple Grove Drive, Suite 101
Fredericksburg, Virginia 22407

October 31, 2020

NOTICE OF 2020 ANNUAL MEETING

In accordance with Article 2, Section 2.3 of the Bylaws for Leeland Station Community Association (“Bylaws”), this letter serves as notice of the 2020 Annual Meeting scheduled for:

DATE & TIME: Tuesday, November 17, 2020 at 7:00PM
PLACE: Virtual Meeting Via Zoom
<https://zoom.us/j/6987379848>;
Meeting ID: 698 737 9848; **Dial In Only:** +1 646 558 8656 US (New York)

At the meeting, the Class A Owners will be electing two (2) directors to LSCA’s Board of Directors. Both of the directors will be elected to three-year terms. Please note one (1) person submitted a Nominating Petition. Thus, nominations will be taken from the floor at the Annual Meeting.

ATTENDANCE

Your participation at this Annual Meeting is most important. Please note that you must register in advance of the meeting in order to participate and vote in the meeting. Signing in on the Zoom meeting platform is not sufficient to register you for the meeting.

ON-LINE REGISTRATION

Registering and voting will take place electronically, using a third-party representative. This is a safe and efficient method to increase participation while saving both time and money. Each Lot with an email on file will receive an email invitation from the community voting site. Please be sure to add this email address leelandstationca@ivotehoa.com to your safe sender list/address book so you can participate in the vote. *If you do not receive the email by November 9, 2020 (or require a paper ballot) please contact Community Manager Katrinea M. Erb at Katrinea.Erb@fsresidential.com or 540.891.8677.*

Registering and Voting Online is Easy and Quick!

On-Line Registration opens November 4, 2020.

1. Receive the email and click the link to register for Annual Meeting quorum and voting <https://leelandstationca.ivotehoa.com/register>.
2. Register for the vote by entering your name, email, and creating a password.
3. You will receive confirmation of Registration.
4. You will be able to login at a later date to cast your ballot if you do not wish to vote when you register.
5. Owners will be able to vote on-line through Friday November 20, 2020.

The entire process takes only a few minutes - less time than it did to read these instructions!

PROXY

If you do not use email, please fill out the enclosed **2020 Annual Meeting Proxy**. **Do not send in the enclosed paper proxy unless you are unable to register/vote on-line!** Please mail/fax your proxy (so that it is received no later than 1:00 p.m. on Tuesday, November 17, 2020 to:

Secretary, Leeland Station Community Association
C/o FirstService Residential DC Metro LLC
923 Maple Grove Drive, Suite 101, Fredericksburg, Virginia 22407
Attn: Katrinea Erb, CMCA®, AMS®, Community Association Manager
Fax: (540) 786-4980; E-mail: Katrinea.Erb@fsresidential.com

If you are mailing the paper proxy, please take a moment to review the Proxy Instructions before completing it as Section 3.4 of the Bylaws imposes restrictions relating to the use of proxies. **Please note that you do not need to submit a proxy if you register on-line.**

ELIGIBILITY TO VOTE

Voting requirements are found in Article 3 of the Bylaws. Please note that no Owner may vote or to be elected to the Board of Directors if payment by such Owner 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 the meeting or election.

The Board, Election Committee and FirstService Residential DC Metro LLC look forward to seeing you virtually at the meeting.

Please contact Katrinea M. Erb, CMCA®, AMS®, Community Association Manager, FirstService Residential DC Metro LLC at 540-645-6927 or katrinea.erb@fsresidential.com if you have any questions.

On behalf of the Secretary, the Board of Directors and Election Committee,

FirstService Residential DC Metro LLC
Managing Agent for Leeland Station Community Association

Enclosures (Proxy Form, Nomination Petition)