

PARKVIEW HEIGHTS HOMEOWNERS ASSOCIATION

NOTICE

DATE: October 24, 2018
TO: Parkview Heights Homeowners Association
FROM: Parkview Heights Homeowners Association Board of Directors
SUBJECT: **2018 Annual Meeting of the Membership / 2019 Budget Ratification Meeting**

This is formal notice for the **2018 Annual Meeting** of the Parkview Heights Homeowners Association. Notice is hereby sent pursuant to the guidelines in the Colorado Common Interest Ownership Act (CCIOA) Article 38-33.3-303 and the Association bylaws. The purpose of this meeting is the election of the Board of Directors (BOD) for terms of one (1) to three (3) years. The BOD shall consist of not less than three (3) members. This is a volunteer position and attendance at quarterly meetings is required.

We are sad to say that Yolanda Levesque will resign at the conclusion of this Meeting. Yolanda has dedicated many many years to Parkview Heights Homeowners Association. We all owe her our deepest thank you. If you are interested in running for the Board, please fill out and return the enclosed nomination form by the stated deadline. Your name will be added to a preprinted election ballot. Nominations will also be taken from the floor on the evening of the meeting. Only members in good standing will be entitled to vote during the meeting. If you would like to bring your account into good standing please contact management at 303-309-6220 as soon as possible.

The Association will also hold a discussion regarding the enclosed 2019 Adopted Annual Budget. Unless 67% of the Members vote to reject the budget, the adopted budget will be deemed ratified. There is no other business scheduled to come before the Members at the Annual Meeting. A short Board Meeting will be held following the Annual Meeting.

Please fill out and return your enclosed proxy even if you plan to attend. You may reclaim your proxy at the meeting but it is vitally important we receive proxies in order to achieve quorum and conduct business of the Association. You may also mail in your enclosed proxy.

Meeting will be held as noted below:

Date: Thursday, November 15th, 2018

Time: 6:30 p.m. (registration at 6:15 p.m.)

Where: Fire Station #14, 22298 East Aurora Parkway, Aurora, CO 80016

Business to come before this meeting:

- I. Call To Order / Proof of Notice
- II. Roll Call, Establish Quorum (20% of Members)
- III. Approval of the 2016 and 2017 Annual Meeting Minutes
- IV. Reports of Officers and Committees
- V. 2019 Budget Ratification – 10% increase
- VI. Election
- VII. Unfinished Business
- VIII. New Business
- IX. Adjourn

RETURN SIGNED PROXIES TO: Parkview Heights Homeowners Association (mail or fax) c/o Metro Property Management, Inc. (address below) or email to danderson@MetroPropertyMgt.com **NO LATER THAN WEDNESDAY November 14, 2018 BY 5:00 pm. Proxies may be carried into the meeting.**