

DAVID FLOYD & ASSOCIATES, INC.

A Property Management Company

104 East Park Drive, Suite 320
Brentwood, TN 37027

Office: (615) 297-2824 Fax: (615) 297-9340 Email: info@dfloydassoc.com

OFFICIAL MEETING NOTICE

January 19, 2022

To: Brentwood Villa Homeowners
From: David Floyd & Associates, Inc.
Re: 2022 Annual Homeowners Meeting

The 2022 Annual Homeowners Meeting will be held on February 2, 2022, at 6:30 PM via Zoom Video Conference. Homeowners may choose to join the meeting via video conference (from a computer, tablet, or smartphone) or via phone (audio only). All homeowners are encouraged to attend.

The Board of Directors has chosen to proceed with this year's election of Board members via absentee voting. Two (2) positions on the Board (currently held by Barbara Evans & Kim Bass) are open for nomination. If you know of a homeowner who is qualified and willing to serve, you may nominate that individual by completing and returning the enclosed nomination form (*NOTE: Both Barbara Evans & Kim Bass are willing to continue serving on the Board if re-elected*). The nomination deadline is January 31, 2022. Any nominations not received by January 31, 2022, would have to be a write-in on the election ballot. Nominations can be submitted via email to BrentwoodVillaCondos@gmail.com.

The official election ballots will be distributed to all homeowners via US mail and email after the annual homeowners meeting. Homeowners will have until March 15, 2022, to return their completed ballots. *Please only submit one (1) ballot per residence.*

If you would prefer to proxy another homeowner to vote for Board members on your behalf, you may do so by completing and returning the enclosed proxy form. *Please do not proxy another homeowner to vote on your behalf if you intend to submit an election ballot.*

If you have any questions, please email us at BrentwoodVillaCondos@gmail.com or call 615-297-2824.

Kindest regards,

David Floyd & Associates, Inc.
Managing Agent for Brentwood Villa HOA

HOW TO JOIN THE MEETING:

To join the meeting via video conference (from your computer, tablet, or smartphone), please visit the following link: <https://us02web.zoom.us/j/86076772659>. If you are asked for the Meeting ID, please enter 860 7677 2659.

To join the meeting via phone (audio only), please call 312-626-6799. When asked for the Meeting ID, enter 860 7677 2659 followed by the # key. When asked for your participant ID, press the # key to join the meeting.

Brentwood Villa Condominium Association, Inc.

2022 Annual Homeowners Meeting Proxy Form

I/We, being the owner(s) of the following address: _____
appoint _____, *(the HOA Secretary will vote this proxy if this line is left blank)*, to be my/our proxy, to represent me/us at the 2022 Annual Homeowners Meeting on all matters and issues submitted to a vote at this meeting or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. This proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.

Print Name: _____ **Date:** _____

Signature: _____

NOTE: This form may be used to proxy another homeowner to vote for Board members on your behalf. This form is not an election ballot. The official election ballots will be distributed via US mail and email to all homeowners after the annual homeowners meeting. *Please do not proxy another homeowner to vote on your behalf if you intend to submit an election ballot.*

*****Please return the completed proxy form via one of the following methods*****

1. Email the completed proxy form proxies@dfloydassoc.com (this can be done by taking a picture of the form with a cell phone, scanning the form, or completing the form digitally).
2. Fax the completed proxy form to 615-297-9340.
3. Mail the completed proxy form to the following address:

Brentwood Villa HOA
c/o David Floyd & Associates, Inc.
104 East Park Drive, Suite 320
Brentwood, TN 37027

Brentwood Villa Condominium Association, Inc.

Nomination Form for the 2022 Election of Board Members

I, *(your name)* _____,
owner of *(your Brentwood Villa address)* _____,
nominate *(nominee's name)* _____,
owner of *(nominee's Brentwood Villa address)* _____,
who expresses a willingness to serve on the Board of Directors.

NOTE: This form may be used to nominate a candidate for the 2022 Election of Board Members. This form is not an election ballot. The official election ballots will be distributed via US mail and email to all homeowners after the annual homeowners meeting. Only Brentwood Villa homeowners are eligible to serve on the Board of Directors. **This completed nomination form may be returned via email to BrentwoodVillaCondos@gmail.com.**

Your Name: _____

Your Signature: _____ Date: _____

Your Email Address: _____

Your Phone Number: _____

Nominee's Name: _____

Nominee's Email Address: _____

Nominee's Phone Number: _____

*****Please include a brief bio of the nominee (attached to this form or written below).*****