



October 26, 2021

NOTICE OF 2021 ANNUAL MEETING

In accordance with Article II, Section 2.3 of the Bylaws for the Brambleton Community Association, this letter serves as your official Notice of the Association's 2021 Annual Meeting scheduled for:

DATE AND PLACE: **Tuesday, November 16, 2021**
A virtual meeting will convene via Zoom Webinar and be broadcast live through YouTube for the safety and health of all members, residents, and staff.

TIME: **6:50 p.m. - Sign In**
7:00 p.m. - Annual Meeting Begins

The purpose of this Annual Meeting is to elect two BCA Directors, share Association and community information, and provide an opportunity for residents to ask specific questions of the Association. The Annual Meeting is also an excellent opportunity for you to meet the current Board members, staff, and neighbors.

Please register to attend the virtual Annual meeting here:
https://us02web.zoom.us/webinar/register/WN_j7Up5xnnT5iDjFE6meTB3g.

Candidate Statements and Profiles can be found here:
www.brambletonhoa.com/2021candidates.

To view the Annual Meeting agenda, Proxy form, Q&A guidelines, and more information, please visit:
www.brambletonhoa.com/annualmeeting.

ATTENDANCE

A quorum of at least ten percent (10%) of eligible owners is required. If you are unable to attend the meeting via Zoom, please vote online or by paper proxy. Online voting meets the proxy requirement and is the most convenient and preferred method. Paper proxies can be given to your designated proxy holder; or mail/send/deliver your proxy to Brambleton Community Association, Attn: Secretary Susan Wolford, 42395 Ryan Road, Suite 210, Brambleton, VA 20148; or fax it to 703-542-6266 so that it is received by the Association by no later than 5:00 p.m. on Friday, November 12, 2021.

The BCA Board of Directors and staff look forward to seeing you at the meeting. If you have any questions about this meeting or need special accommodations, please contact Ara Galang at 703-542-6263.

On behalf of the Secretary of the Board of Directors,

Richard A. Stone

Richard A. Stone, PCAM®, LSM®
General Manager
Brambleton Community Association

Enclosures: Draft Meeting Agenda, Proxy and Instructions



2021 ANNUAL MEETING
Tuesday, November 16, 2021 at 7:00 p.m.

The purpose of this meeting is to elect two BCA Directors, share Association and community information, and provide an opportunity for the BCA Board of Directors and staff to address residents' questions of the Association.

Please Note: Due to COVID-19, a virtual meeting will convene via Zoom Webinar and be shared through YouTube Live for the safety of the governing Board, members, and staff.

Registration Link: https://us02web.zoom.us/webinar/register/WN_j7Up5xnnT5iDjFE6meTB3g

DRAFT MEETING AGENDA
(Final and approved agenda will be presented at the meeting)

Sign-in – Opens at 6:50 p.m.

Call to Order – 7:00 p.m.

1. Welcome and Introductions
2. Administrative Matters
 - a. Verification of Quorum and Proof of Notice of Meeting
 - b. Review and Approval of 2020 Annual Meeting Minutes
3. Election
 - a. Candidate Speeches – 3 minutes per candidate
 - b. Residents Can Cast Their Votes via Balloteer until 11:59 p.m.
 - c. Announcement of Election Results – 11/17/2021 at 12:00 p.m.
4. 7:30 p.m Presentations
 - a. Brambleton Community Association
 - b. The Brambleton Group
5. Distinguished Service & Leadership Awards Presentations
6. Q&A – BCA Board and Staff address submitted questions
7. Closing Remarks from the Board

Adjourn – 8:30 p.m.

Stay Connected! Visit www.brambletonhoa.com/list.aspx to receive Election results, weekly updates and important BCA notifications.



INSTRUCTIONS FOR VOTING

There are two open seats on the BCA Board that need to be filled through this year's election process. There are two methods available for BCA Owners to vote. Online voting is preferred and recommended for owners to quickly and efficiently vote. Please review the methods below and decide which way you prefer.

Easy Online Voting (Preferred & Recommended Method)

1. Register at <https://www.balloteer.com/bp/brambleton>.
2. Once registered, Balloteer.com will email you a unique login and instructions to vote.
3. Cast your vote for your desired candidate(s). Please note that if you vote online, your vote will count towards quorum and you will **NOT** be able to vote by proxy.
4. Online voting deadline is Tuesday, November 16, 2021, at 11:59 p.m.

Voting By Proxy

1. Use the proxy only if you do not wish to vote online.
2. A proxy should be signed by all owners of record of the lot, but signature by one owner is sufficient.
3. The proxy may be revoked only by actual notice to the President of the Association, or other person presiding over the meeting if not the President.
4. Print your name and address on the proxy in the designated space.
5. Print the name of the person you wish to designate as your proxy.
6. If you wish to have someone else vote on your behalf (Uninstructed Proxy): Check the appropriate box. If you grant an uninstructed proxy, the proxy holder may decide how to cast your vote.
7. If you wish to indicate your vote (Instructed Proxy): Circle the name of the candidate(s) for the Board of Director(s) for whom you wish to vote.
8. **To achieve quorum, advanced completion and delivery of completed proxies is requested.** Drop off or mail your completed Instructed Proxy to the Brambleton Community Association at 42395 Ryan Road, Suite 210, Brambleton, VA 20148 by Friday, November 12, 2021, at 5:00 p.m.

We need a minimum quorum of 10%, approximately 610 votes/proxies.

VOTE ONLINE TODAY!!!



2021 PROXY FORM

Owner’s Brambleton Address: _____

I (We), _____ under the provisions of Section 3.4 of the Bylaws, the undersigned hereby grant(s) my (our) proxy to _____ (if left blank, the proxy shall be automatically granted to the Secretary of the Association) for the purposes of quorum and of casting my (our) vote for the November 16, 2021 Annual Meeting or subsequent meeting called due to failure to obtain a quorum at the first attempt to hold the meeting.

Instructed Proxy

The person named in this proxy must cast the vote appurtenant to the lot referenced above for the following candidates (Circle no more than two (2) candidates. Selecting more than two will void the proxy):

- | | | |
|---------------------|----------------------|-------------------------|
| Ravi Balaram | Chris Cook | Michael Gilligan |
| Nabil Rahman | Shannon Smith | Traci Tranquilli |
| Brian Viola | Lisa Williams | |

OR (If you do not vote for a candidate, the below option will apply)

The person named in this proxy may cast the vote appurtenant to the lot referenced above for any two (2) candidates for the Board of Directors he or she chooses. (If candidates are selected above, this option is not available)

The person named in this proxy **may / may not (circle one)** cast votes appurtenant to the lot referenced above on any other matter that may arise as he or she sees fit.

_____ Owner’s Signature	_____ Owner’s Signature
_____ Date	_____ Date

The proxy must be signed and dated to be valid.

The completed proxy must be filed with the Secretary. **If possible, please drop off or mail the proxies in advance of the meeting to the Brambleton Community Association, c/o Secretary Susan Wolford, 42395 Ryan Road, Suite 210, Brambleton, VA 20148. The deadline for the advanced submittal of completed proxy is Friday, November 12, 2021, at 5:00 p.m.**