

CREST OF CALAVERA HILLS HOMEOWNERS ASSOCIATION

C/O PropertyADVANTAGE 5142 Avenida Encinas, Carlsbad CA 92008

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OFFICIAL NOTICE OF ANNUAL MEETING

JUNE 13, 2016, 6:00 PM, AT PropertyADVANTAGE

5142 AVENIDA ENCINAS, CARLSBAD, CA 92008

Registration Begins at 5:45 pm

Dear Homeowners:

Under the provisions of the corporate Bylaws of **Crest of Calavera Hills Homeowners Association**, notice is hereby given that the Annual Meeting of the Members of the Corporation will convene at 6:00 PM on June 13, 2016 at the offices of PropertyADVANTAGE, located at 5142 Avenida Encinas, Carlsbad, CA, 92008. Registration of homeowners will begin at 5:45 PM.

Members will be voting on the following:

- 1) Election of **two (2) members to the Board of Directors** to serve a term of (2) years each.

Notices of Candidacy for these members wishing to serve on the Board of Directors are enclosed for your information. Any member(s) who wish to be added to the ballot may do so by being nominated from the floor during the Annual Meeting or as a write-in candidate on the ballot. Write-in candidates and candidates nominated from the floor must be present at the Annual Meeting or confirm with the Inspector of Elections, in writing to accept their candidacy.

The Association is no longer required to prepare or distribute proxies. If you wish to assign your vote to another member of the community to vote in person on your behalf, you are required to provide the proxy in the format as defined by CA civil code. The proxy will be kept on file with the Inspector of Elections. The assigned member must show a picture ID and attend the Annual Meeting in person to receive a ballot and cast your vote. Votes can be cumulative.

Please follow the instructions listed below carefully to complete the ballot and voting procedure correctly.

- 1) **There is (1) ballot enclosed: complete the ballot to record your votes for the Election of Board Members**
- 2) **Insert your completed ballot in the envelope marked ENVELOPE #1 and seal the envelope.**
- 3) **Fill out all the information on the envelope marked ENVELOPE #2 including the return address information, the Association's Name and sign where indicated.**
- 4) **Enclose the sealed Envelope #1 into Envelope #2.**
- 5) **Seal and mail the prepaid ENVELOPE #2 to PropertyADVANTAGE so that it is received no later than close of business (5:45 PM) June 13, 2016, or you may bring your sealed ballot to the Annual Meeting. The envelopes will remain sealed until a quorum is attained at the Annual Meeting.**

Please note that a quorum of 51% (55 ballots) of the members of the Association is necessary to conduct the Annual Meeting. If a quorum is not attained, the Association will need to reconvene the meeting until quorum is achieved.

Sincerely,

Erik Runsvold, CCAM, CMCA, AMS
Division Manager
PropertyADVANTAGE

Enclosures