

# PARK WEST Community Association

## ANNUAL MEETING NOTICE

In accordance with Article III, Section 3, of the By-Laws of the Association, this notice shall serve as official notification of the **ANNUAL MEETING** of the Park West Community Association. The meeting will be held for the purpose of election of homeowners to the Board of Directors, and all other business that may properly come before the meeting. The meeting is scheduled as follows:

**DATE:** Thursday; November 21, 2019

**TIME:** 8:00 p.m. (Sign in at 7:45 p.m.)

**PLACE:** Lord of Life Lutheran Church, Fellowship Hall  
5114 Twinbrook Road  
Fairfax, VA 22032

The Board of Directors has the responsibility for the general administration of Park West Community Association. This is your opportunity to meet the Officers and members of the Board of Directors. They will report to you on the state of the community and respond to any questions you might have. The success of your Association, its maintenance and property values, is due in large part to the actions and decisions of your Board of Directors. Currently, there are three (3) positions open for election or re-election on the Board, each for a three (3) year term.

Your attendance at this meeting is most important as a quorum of ten percent (10%) of the eligible voters must be present, either in person or by a properly executed proxy, before any business can be conducted. If you cannot attend the Annual Meeting, or if there is some doubt about your ability to attend, please complete a proxy. Both the proxy and the agenda will be available on the website [www.parkwestcommunity.org](http://www.parkwestcommunity.org) no later than **October 18, 2019**. Alternatively, please contact either our community manager or any Director for a physical copy. Once you have a proxy, please read the instructions carefully and complete and return the proxy form to the community manager at the address listed on the proxy form. Note that the Proxy must be signed by **ALL OWNERS OF RECORD, WITNESSED AND DATED** in order for it to be valid. To be witnessed, someone other than an owner must sign that they verified this is your signed proxy.

***We hope to see you there!***