

DAVID FLOYD & ASSOCIATES, INC.

A Property Management Company

104 East Park Drive, Suite 320
Brentwood, TN 37027

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OFFICIAL NOTICE & PROXY FORM

October 1, 2020

To: Hearthstone Manor Homeowners
From: David Floyd & Associates, Inc.
Re: 2021 Budget Meeting

DATE: Monday, October 19, 2020 **TIME:** 6:00 PM

PLACE: Held Virtually via Zoom Video Conference

The 2021 Budget Meeting will be held on Monday, October 19, 2020 at 6:00 PM virtually via Zoom. The order of business will be to review the HOA's budget and financial position and to vote on the 2021 proposed budget. All homeowners are encouraged to attend.

In order for the proposed 2021 budget to be approved, 51% of all homeowners must vote YES to approving the budget. If 51% of all homeowners do not vote YES, the HOA will have to use the current budget for 2021. In order to correctly reflect the current expenses of the HOA and best plan for the future, approving the proposed budget is necessary. **There is NO planned increase in the monthly HOA fees for 2021.** The proposed 2021 budget is attached to this letter.

If you will be unable to attend this meeting, please complete the proxy form (attached to this letter) to appoint an individual of your choice (Board Member, Neighbor, or Secretary of the HOA) to vote for you. The proxy form may be returned by emailing it to HearthstoneManorHOA@gmail.com, faxing it to (615) 297-9340, or by mailing it to David Floyd & Associates, Inc. at 104 East Park Drive, Suite 320 Brentwood, TN 37027. Proxies must be received by October 16, 2020.

HOW TO JOIN THE MEETING:

Please note that if you plan to join the meeting via video chat on a smartphone or tablet, the Zoom app will need to be installed. Once you open the app for the first time, you will need to enter your name and turn the sound and video to ON by clicking on the microphone and video icons.

To join the meeting via video conference from your computer, tablet, or smartphone, please visit the following link:

<https://us02web.zoom.us/j/8291930597?pwd=b1JXM2x4MG9aZFFRWVJQVUpMNI94Zz09>

If you are asked for a Meeting ID, please enter **829 193 0597**

The meeting passcode is: **Kim**

To join the meeting via phone (audio only), please call **312-626-6799**

When prompted, please enter Meeting ID **829 193 0597**

When asked for the passcode, please enter **162552** to join the call.

NOTE: Please keep your microphone muted unless speaking to prevent background noise interference. The microphone can be muted/unmuted by tapping on the microphone icon. Please wait until the floor is opened for questions before asking any questions regarding the budget or the HOA's financial position. When the floor is opened for questions, please raise your hand and wait until called upon to speak.

HOW TO VOTE:

At the conclusion of the meeting, homeowners will be asked to vote by sending an email to HearthstoneManorHOA@gmail.com. The subject line should be your address (i.e. 247 Hearthstone Manor Ln.) and the body of the email should say "YES" or "NO" with your name typed at the bottom. A "YES" vote indicates that you vote to approve the proposed 2021 budget, and a "NO" vote indicates that you vote to not approve the proposed 2021 budget. Only one (1) vote may be cast per residence. Voting will be open for thirty (30) minutes following the conclusion of the meeting.

If you are casting a vote as a proxy for another homeowner, please send that vote in a separate email with the address of that homeowner in the subject line. The body of the email should say "YES" or "NO" with your name typed at the bottom (not the name of the homeowner in which you are voting for). Proxy votes will only be counted if a proxy is received by the management company by October 16, 2020.

If you do not have access to email, you may text your vote to 615-947-6186. If you do not have access to email or text messaging, you may submit a proxy prior to the meeting and have a neighbor email or text your vote in on your behalf at the conclusion of the meeting (this email needs to include the name of the voter, the address of the voter, and a "YES" or "NO" vote).

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

Kindest Regards,

David Floyd

David Floyd & Associates, Inc.
Managing Agent for Hearthstone Manor

Hearthstone Manor – 2021 Budget Meeting Proxy Form

I/We, being the owner(s) of the following address: _____
appoint _____, or their assigns, to be my/our proxy, to represent me/us
at the 2021 Budget Meeting on all matters and issues submitted to 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.

Signed: _____ Date: _____

Address: _____