



**Property
Management** INC.

PMI NORTHEAST ATLANTA

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February 3, 2020

Orchard Lake Homeowners,

On behalf of the Orchard Lake Homeowners Association Board of Directors, I am pleased to invite you to the next homeowners meeting. **The meeting will be held Saturday, February 29, 2020 at 10:00 A.M.** The meeting will take place at the Hampton Park Library, 5345 Settingdown Road in Cumming, GA 30041.

All homeowners are encouraged to attend the meeting as the Board will be giving important updates on the community. **We will also be conducting elections for two (2) open HOA Board Member Positions.** For the election to be successful we need to have a quorum for the meeting, which means that we need input from at least 25% of the membership (1 vote per home). To be eligible to vote – or to be considered for a Board Member Position - you must be a member in good standing, which means that you must be current with all payments on your account.

If you are interested in running for a board position please fill out the Board Member nomination form located in the documents section of the community website at pmi.cincwebaxis.com/OrchardLake and return it to the management company PMI Northeast Atlanta by email to support@pmi-neatl.com or by mail to the address above. To be listed on the ballot as a candidate, you must return the nomination to PMI by Wednesday, February 26th. Please note that any HOA Member in good standing may also volunteer to run for the board at the February 29th meeting and will be treated as a write-in candidate during the election.

If you cannot attend this meeting in person, we encourage you to submit the enclosed proxy, which allows you to designate another owner, or the board of directors, to attend and vote on your behalf should any important business come up that requires a vote. You can give the proxy form to any board member, to any other homeowner that will be attending the meeting or email the completed form to PMI. Please be sure to sign your proxy form if you send it in.

The Board and I look forward to seeing you at the meeting!

Donna Rodriguez, Community Manager CAM
PMI Northeast Atlanta
Sent on behalf of the Orchard Lake HOA Board