

**The Grove Homeowners Association
c/o Community Group, Inc.
3901 Westerre Parkway, Suite 100
Richmond, VA 23233
Telephone (804) 270-1800; Fax (804) 346-8640**

October 26, 2018

Dear Grove Homeowner:

The Annual Meeting of The Grove Homeowners Association will be held on Thursday, November 8, 2018 at 6:30 P.M. at The Grove Clubhouse.

The purposes of the Annual Meeting are to review the past year's operations of the Association, discuss current projects and plans, hold an election for two (2) members to the Board of Directors and vote for an amendment to Article II, Section C of the Bylaws to change when the annual meetings will occur. The current requirement is that the annual meeting be held in fourth calendar quarter of each year. The Board is recommending that you vote "yes" to change this to occur during the second calendar quarter of each year to coincide with the pool opening and thus secure meeting the quorum requirements for annual meetings. **To encourage attendance at the Annual Meeting, four \$25.00 gift cards will be raffled off during the meeting. You must be present to win!**

Voting Details:

Article II, Section K of the Bylaws, requires that twenty-five (25%) percent of the neighborhood must vote in order to meet the quorum requirements to hold the Annual Meeting. Therefore, 184 homes *must register votes*.

Enclosed with this letter is a Proxy/Ballot/Amendment Change to register your vote. Whether or not you plan to attend the meeting, please take a moment to complete and return the Proxy/Ballot/Amendment Change to ensure that your vote is counted. If quorum is not reached, another meeting will be needed, costing the homeowners additional administrative fees. You may return the Proxy/Ballot/Amendment Change to: Community Group, Inc., 3901 Westerre Parkway, Suite 100, Richmond, VA 23233 via US Mail, FAX (804) 346-8640 OR email to jmendoza@communitygroup.com; or to any Board member. Any proxy shall be void if it is not witnessed, signed and dated, if it purports to be revocable without notice, or if the signature of any of those executing the proxy is invalid. **Anyone can witness your signature. Husband may witness wife and vice versa.**

Board of Directors Candidates Details and Information:

There are two (2) positions on the Board that are up for election in 2018. You will find biographical sketches of the candidates enclosed. The Directors will be elected to two-year terms.

Thank you for your attention to this important correspondence. We look forward to seeing you at the meeting!

Sincerely,

Board of Directors
The Grove Homeowners Association

Enclosures

(OVER)

THE GROVE HOMEOWNERS ASSOCIATION, INC.
Annual Meeting - November 8, 2018

AGENDA

- I. Welcome
- II. Roll Call and Certification of Proxies
- III. Proof of Notice
- IV. Approval of Minutes of 2017 Annual Meeting
- V. Introduction of Candidates
 - A. John Romano
 - B. Josh Farmer
 - C. Nominations from the Floor
 - D. Close Nominations
- VI. Election of Board Members
- VII. President's Report
- VIII. Treasurer's Report
- IX. Unfinished Business
- X. New Business
 - A. IRS Resolution
 - B. Amendment to Bylaws
 - C. Member Comment
- XI. Adjournment

**THE GROVE HOMEOWNERS ASSOCIATION
2018 ANNUAL MEETING PROXY/BALLOT/AMENDMENT CHANGE**

I/we, the undersigned Member hereby appoints the President of the Board of Directors of the Gove Homeowners Association ("Association") as Proxy, with the power to appoint her substitute, and hereby authorizes her to represent for the Member for the purpose of quorum and to vote, as designated below at the Annual Meeting of Members to be held Thursday, November 8, 2018, or any recesses or continuations thereof until the Annual Meeting is finally adjourned. This appointment of proxy shall be valid until November 30, 2019 or the adjournment of the meeting, whichever occurs first.

1. **Whether the President of the Board of Directors should cast a vote in favor of an amendment to Article II, Section C of the Bylaws to state as follows: (Please Check One to Indicate Vote)**

Section C. Annual Meeting. The annual meetings of the Association shall be held in the second calendar quarter of each year at such time as shall be determined by the Board.

Yes

No

2. **The President shall case my/our votes for the following candidates for the Board of Directions. (Only vote for two (2) candidates by checking the boxes below. Voting for more than two (2) candidates will void your vote).**

Josh Farmer

John Romano

(write-in candidate)

PLEASE vote, sign and date this Proxy in front of a witness who signs the proxy and indicates his/her address. Promptly and return it as soon as possible in the enclosed envelope to the Secretary, the Grove Homeowners Association, c/o Jo Mendoza, Community Manager, 3901 Westerre Parkway, Suite 100, Richmond, VA 23233. You may also fax it to (804) 346-8640 or e-mail it to jmendoza@communitygroup.com. Or you may give to any Board member. Please ensure that it is received by Ms. Mendoza no later than 5:00 pm on Wednesday, November 7, 2018.

Print Lot Address in the Grove Homeowners Association

Owner's Signature

Date

Owner's Signature

Date

Witness

Date

Witness

Date

Witness's Printed Name

Witness's Printed Name

Witness's Full Address

Witness's Full Address

If the Member of the Association is not a natural person, please indicate the full corporate or limited liability company name and have the proxy signed by an authorized officer, member, manager or representative of the entity. If the Lot is owned by an unincorporated entity, please indicate the full name of the entity and sign as partner, officer or principal. **Spouses may witness each other's signature.**

Please contact Jo Mendoza, Community Manager, at 804-270-1800 or via e-mail at jmendoza@communitygroup.com if you have any questions.

The Grove Homeowners Association

2018 Candidate Bios

(in alphabetical order)

Josh Farmer

Joshua Farmer is the founder and principal attorney at Farmer Legal, PLLC, a law firm serving the needs of families, individuals, and small businesses in Richmond and its surrounding communities.

A graduate of Midlothian High School, Joshua earned degrees in journalism and political science at Colorado State University. His work with struggling families and business leaders led him to attend law school and pursue a career where he could be more proactive in addressing the community's needs.

In addition to his work in journalism and law, Joshua's commitment to public service led him to enlist in the U.S. Army in 2006. He rose to the rank of captain while serving as the Battalion Military Intelligence Officer (S2) for the 275th Combat Sustainment Support Battalion out of Fort Lee, Virginia, and deployed with that unit to Iraq in 2011. Joshua resigned his commission and returned to full-time civilian life in 2016.

Joshua is married to Leigh Farmer, a communications and public relations expert from Norfolk, Virginia. Together, they have one child - a daughter, Evelyn.

John Romano

I have served on The Grove Homeowners Association Board for approximately twelve years in the past and held the offices of Treasurer, Vice President, and President. I am married with 3 grown children. My wife, Kathleen and I have lived in The Grove for 15 years.

I retired after 30 years with Mobil Oil Corp. as manager of financial and administrative services and was responsible for credit, purchasing, contract administration and company leased autos.

I believe in sound fiscal management and a family friendly environment and that all residents of The Grove are represented fairly and equally.

**The Grove Homeowners Association
Annual Meeting Minutes
November 9, 2017/January 11, 2018**

The annual meeting of the Grove Homeowners Association was held on November 9, 2017. The meeting was held at The Grove Clubhouse, Midlothian, VA.

Welcome and Call to Order: At 6:30 Gerry Mancuso called the meeting to order and introduced the board members.

Roll Call and Quorum Status: The following board members were present: Gerry Mancuso, John Romano, Diana Garbera, Kathy Morris, Earl Nunnally. Coleen Hillen and Marjorie Armstead from Community Group and 19 homeowners were also in attendance.

Certification of Proxies: Coleen Hillen and Marjorie Armstead certified that a quorum was not present to conduct the regular business of the annual meeting. They also certified that notice of the meeting had been mailed in accordance of the Bylaws on October 26, 2017.

Though no official business could be conducted, a Question and Answer session was held. Homeowners in attendance brought up the following items:

1. Balance of the reserve account
2. Creative projects in the plans
3. Tree maintenance and replacement

The Meeting was recessed at 6:45pm.

The annual meeting reconvened at 6:47pm on January 11, 2018. Earl Nunnally, Diana Garbera, Kathy Morris, John Romano were present. Coleen Hillen and Jo Mendoza from Community Group were also in attendance. Coleen Hillen certified that a quorum of proxies had been received and proper notice of the meeting was provided.

Earl Nunnally motioned to approve the 2016 Annual Meeting minutes. Kathy Morris 2nd. The motion passed.

John Romano motioned for a vote of acclamation to accept the slate of candidates. Kathy Morris 2nd. Motion passed.

Kathy Morris motioned to approve IRS resolution 70-604. John Romano 2nd. The motion passed.

There being no further business, Kathy Morris motioned to adjourn the meeting at 6:53pm. John Romano 2nd. Motion passed.

Minutes prepared by Diana Garbera