

ACS WEST, INC.

September 25, 2017

Dear RounTrey Owners:

The RounTrey Homeowners Association will hold its Annual Meeting at 6:30 pm on Wednesday October 25, 2017 in the auditorium at the Tomahawk Creek Middle School located at 1600 Learning Pl Loop, Midlothian, VA 23114. The purposes of the meeting are to review the accomplishments of the past year and discuss plans for 2018.

A proxy has been included with this letter. If you do not plan to attend the Annual Meeting, please complete the proxy and return it to ACS West, Inc. in order to establish a quorum. All proxies must be received by 4:00 pm on Wednesday October 25, 2017. If you attend the meeting, your previously submitted proxy will be revoked.

Only one proxy can be voted per home. The decision of the Secretary as to the validity of a proxy is final. An executed copy of the Power of Attorney must accompany proxies signed by a person who has a Power of Attorney for a homeowner. Proxies executed by an officer of a corporation must be accompanied by a resolution of the corporation giving authority to that officer to cast the vote of the corporation. Proxies must be signed by all legal owners of the unit to be valid.

- I. Welcome and Call to Order
- II. Quorum Certification
- III. Proof of Notice of Meeting
- IV. Approval of 2016 Minutes
- V. Reports
 - 1. President's Report
 - 2. Treasurer/Financial Report
 - 3. Committee Reports
- VI. Constructive Comments from the Membership
- VII. Adjournment

Please plan to attend this meeting of your Association and participate in the decisions affecting your community. We look forward to seeing you at the Annual Meeting. Please do not hesitate to call our office if you have any questions or comments.

Sincerely,

Martha Ann Yeager
Community Manager