



100 Symphony Way – Centreville, MD 21617
Phone: (410) 758-8500 Fax: (410) 758-8509
www.symphonyvillage.net

NOTICE OF ANNUAL MEETING – WEDNESDAY, DECEMBER 6, 2023

November 6, 2023

Dear Symphony Village Homeowner(s):

A hybrid Board of Directors Meeting is scheduled for **Wednesday, December 6, 2023 at 6:00 p.m.** virtually on Zoom and in-person at the Clubhouse (100 Symphony Way, Centreville, MD 21617). The Annual Meeting of the Members will immediately follow the Board of Directors Meeting.

The Board will vote on the proposed 2024 Operating Budget during the Board of Directors Meeting. The operating budget for Symphony Village HOA not only outlines the Association's operating costs for the year, but also sets the amount of your monthly assessments and annual reserve contribution. The proposed 2024 Operating Budget includes the required reserve contribution and does not change the current monthly assessment amount. If the budget is approved as proposed, the assessment amount in 2024 will be \$260 per month per home.

The purpose of the December 6, 2023 Annual Meeting of the Members is to conduct all business of the Association, including electing three (3) new members to serve on the Board of Directors. To conduct the official business of the Annual Meeting, a 10% quorum is required, a minimum of 40 homes must be present in-person, virtually, or by proxy. *The procedure authorized by Section 5-206 of the Maryland Corporations and Associations Article may be invoked, if a sufficient number of members to constitute a quorum to approve or authorize the actions set forth in this notice are not in attendance.*

If you will NOT be attending the Annual Meeting of the Members, please complete and return the enclosed **Absentee Proxy and Ballot** prior to 6:00 p.m. on Wednesday, December 6, 2023. This will allow you to cast your vote and ensure the quorum requirement is met. If the Absentee Proxy is completed but not the Ballot, the Absentee Proxy will be used for quorum purposes only. By leaving the line at the top of the Proxy blank you are authorizing and directing the acting Board Secretary to submit your vote as indicated on the Ballot. If you assign your Absentee Proxy to another member of the community, that member must attend the meeting virtually or in-person for the vote to be valid.

IF YOU WILL NOT BE ATTENDING THE ANNUAL MEETING OF THE MEMBERS, PLEASE COMPLETE AND RETURN BOTH THE ABSENTEE PROXY & BALLOT.

The following options are available to return the **Absentee Proxy & Ballot**:

- In-person at the Clubhouse (front desk)
- Email to gm@symphonyvillagehoa.com
- Mail to 100 Symphony Way, Centreville, MD 21617
- Fax to 410-758-8509

If you wish to attend in-person, please join the Board in Concert Hall on Wednesday, December 6, 2023. All homeowners attending the meetings must sign-in prior to 6:00 p.m. for the purpose of establishing a quorum as required. Sign-in will begin at 5:15 p.m. and all are encouraged to come early.

If you're attending in person, your **Ballot** may be submitted prior to the Annual Meetings of the Members but no later than the adjournment of the meeting. Members in attendance that do not return a completed Ballot in advance will have the opportunity to do so at the annual meeting. If multiple Ballots are submitted, only the most recent will be valid.

If you wish to attend virtually by Zoom, please complete and return the enclosed **Ballot** no later than 6:00 p.m. on Wednesday, December 6, 2023, if possible.

To accommodate those members attending the meeting by Zoom as required, votes may be cast either by email, fax or in-person delivery to the Management Office after the meeting concludes but no later than 4:00 p.m. on Thursday, December 7, 2023. Only Zoom attendees may submit a vote after the meeting concludes. The results of the election will be announced on Friday, December 8, 2023.

To register for the meetings, please see the instructions on the bottom of the page and follow the prompts accordingly. All homeowners in attendance must register using their full name and property address prior to the start of the meeting.

IF YOU WILL BE ATTENDING THE ANNUAL MEETING OF THE MEMBERS IN-PERSON OR VIRTURALLY, PLEASE SUBMIT THE BALLOT ONLY.

Please be advised that information is printed on both sides of the paper. These documents along with additional reference material are posted on the official community website for your convenience. If you have any questions or concerns, please contact the Management office at 410-758-8500 or via email at gm@symphonyvillagehoa.com.

Sincerely,



Rebecca Wagner, CMCA, AMS
General Manager

Enclosures:

- 1) Notice of Annual Meeting
- 2) Absentee Proxy & Ballot
- 3) Board Candidate Information Forms
- 4) Proposed 2024 Operating Budget

ZOOM Registration Instructions

for the Board of Directors Meeting & the Annual Meeting of the Members

By following the registration instructions below, you will be registered for both the Board of Directors meeting and the Annual Meeting of the Members.

Virtual Registration Instructions – see the community eblast for a clickable weblink and additional instructions as needed.

Please enter https://us02web.zoom.us/webinar/register/WN_W9XFJXO_REmabXcuqngzQw into your web browser and follow the prompts.

Phone Registration Instructions – see the community eblast for additional instructions as needed.

In order to attend by phone, please dial 1 (301) 715 8592 and enter the Webinar ID: 826 9175 5251 # then press # to continue, then enter password 8500 #. Additional phone numbers are available by visiting <https://us02web.zoom.us/j/kdCn4SSDm>.

NOTE: If you will be attending by phone, please contact the Management Office and a phone registration form will be provided to you. The phone registration form is required for quorum purposes.