

BROADLANDS

Association, Inc.

April 4, 2019

To: <Member ID>
 <Owner First Name> <Owner Last Name>
 <Second Owner>
 <Property Address>
 <Property City>, <Property State> <Property Zip>

Re: **Announcement of 2019 Annual Meeting of Broadlands Association, Inc. and Election of Directors**

In accordance with Article II, Section 2.3(a) of the Bylaws for Broadlands Association, Inc., you are hereby officially notified of the 2019 Annual Meeting of Broadlands Association, Inc.

The Annual Meeting of Members will be held as follows:

Date: Tuesday, May 7, 2019
 6:30 PM Registration Begins
 7:00 PM Call to Order
Location: Broadlands Clubhouse
 43360 Rickenbacker Square
 Broadlands, VA 20148

Broadlands Association, Inc. has chosen to use **TIEiVOTE™** online voting for the Election of Directors. This provides the association's members the option to vote via paper proxy or vote online. The online system offers an easy way to vote in a secure, quick and cost-effective manner.

To access the **TIEiVOTE™** online system, please visit www.tieivote.com and enter your unique username and password listed below.

Username: <USERNAME>

Password: <PASSWORD>

***Make sure to use the exact Username and Password listed above
to take you to this year's election.***

You will be directed to Broadlands Association's voting website where you can view the official notice and information about the annual meeting, view materials regarding the election, and access the online proxy. Please take advantage of this system. Note: If your paper proxy is received by mail, you will be able to log into the system but will be locked out of the online voting. If your paper proxy is received by mail and you have already voted online, your paper proxy will be voided.

Enclosed with this notice are the following:

- Annual Meeting Agenda
- Election and Voting Information from The Inspectors of Election, LLC (TIE)
- Completed Nomination Forms
- Draft of 2018 Annual Meeting Minutes
- A Proxy Form and Instructions
- A "Return/Registration Envelope" for returning your Proxy

Please feel free to contact me at sarah@broadlandshoa.com with any questions on the Association's election. If you have any questions about the process or have any issues with the online voting system, please contact The Inspectors of Election at 888-211-5332 or email info@tieivote.com.

We look forward to seeing you at the Annual Meeting on Tuesday, May 9, 2019.

Sarah E. Gerstein, CMCA®, AMS®, LSM®, PCAM®
General Manager
On Behalf of the Broadlands Association, Inc. Board of Directors

BROADLANDS

Association, Inc.

22nd ANNUAL MEETING TUESDAY, MAY 7, 2019

**BROADLANDS CLUBHOUSE
Doors open at 6:30 for Registration
7:00 PM - 9:00 PM**

AGENDA

- I. Roll Call - Proof of Quorum**
- II. Proof of Notice of Meeting**
- III. Introductions**
- III. Explanation of Elections Process and Election of Directors**
 - A. Nominations from the Floor**
 - B. Introduction of Candidates**
 - C. Election**
- IV. Approval of Minutes - May 8, 2018**
- V. Reports of Officers and Directors**
- VI. Report of Committees**
 - A. Broadlands Live!**
 - B. Conservation Landscape Committee**
 - C. Events Committee**
 - D. Modifications Subcommittee**
 - E. Technology Committee**
- VII. Owners' Comments**
- VIII. New Business**
- IX. Old Business**
- X. Election Results**
- XI. Adjournment**



Election and Voting Information

The Election of Directors voting process is overseen by an independent third-party inspector of elections. Your Board of Directors has contracted **The Inspectors of Election (TIE)** to provide that function for this election cycle.

Quorum for the Annual meeting is described as 10% of Broadlands Association, Inc.'s eligible voters.

You will be voting for up to three (3) candidates to fill the open positions on the Board of Directors. You may write in a candidate on your proxy. **For a write in vote to count, the candidate must be present at the annual meeting to accept their nomination from the floor.** Please do not write in a candidate if they are not going to be present at the annual meeting to accept their nomination.

The three (3) candidates receiving the highest number of votes cast by the members voting will be elected to a three-year term. In the event of a tie vote between candidates for the final position, the tying candidates may concede to one another, agree to allow for a flip of the coin to determine the outcome, or if neither of these is agreed to by all parties involved, a Run-Off Election will need to be held.

TIE/VOTE™ security requires multi-property owners to use the Username and Password allocated to the specific property/unit. Use the Username and Password provided in this mailing to cast your vote online or vote by marking and returning the paper Proxy provided. If you misplaced the information, please contact TIE at info@tieivote.com for assistance.

The TIE/VOTE™ online process is as follows (Online Polls Close at 12:00 noon on Monday, May 6, 2019):

1. Go to **www.tieivote.com**.
2. Fill in the **Username and Password listed on the first page of this notice** to navigate to your association's election site.
3. Read all of the information carefully prior to going to the Official Proxy screen for voting
4. Cast your vote(s) and follow the instructions on the bottom of the screen.
5. Wait for your ballot to be tabulated. Please be patient, it may take a moment...
6. You will receive a confirmation email that your vote was received. If you wish a receipt, please save the confirmation email or print it for your records.

The Process for voting your paper Proxy is as follows:

1. Complete the Proxy in the packet. **Use only black or blue ink. Please see back of Proxy for complete instructions.**
2. Place your completed Proxy in the Return Envelope and seal.
3. Mail your Proxy in the Return Envelope. It is pre-addressed to TIE but please add postage. It must be received by TIE by mail no later than **5:00 PM on Saturday, May 4, 2019**. Alternatively, you may email to info@tieivote.com or hand deliver your completed Proxy to the Annual Meeting during the registration period as stated on the notice and agenda.

You are encouraged to visit www.tieivote.com to vote electronically with the username and password that has been provided or complete the Official Proxy now and mail it to TIE. The Inspectors of Election will only accept one form of voting: either paper or online. The method TIE receives first will be the method accepted.

If you are experiencing trouble accessing the online system with the username and password provided above, please contact info@tieivote.com for assistance. If you have lost or destroyed your paper proxy, contact The Inspectors of Election at least 10 days before the voting deadline to arrange for a replacement proxy to be mailed or simply vote online at www.tieivote.com with the username and password listed in this correspondence.

TIE's responsibility in this process is to provide this election package to each owner in good standing; receive the returned paper or electronic Proxy; register and count the votes. TIE will certify the voting/election results and provide them to your Board of Directors.

How can you help? Do not wait for the last minute to complete your voting. Set a goal to complete your online ballot or return your paper ballot within five (5) days of receiving this package.

For assistance or questions on the balloting process, please contact The Inspectors of Election at info@tieivote.com or 888-211-5332.

We thank you for your participation and look forward holding a successful election on your behalf.


**Kurtis Peterson, CMCA®
The Inspectors of Election, LLC**

BROADLANDS

Association, Inc.

NOMINATING FORM 2019 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALLOT for this election.

PRINTED NAME: David Baroody
ADDRESS: 21514 Tithables Circle
PHONE(S): 703-729-6785
EMAIL: dm_emb@outlook.com
SIGNATURE:  **DATE:** 3-12-19

QUALIFICATIONS: (Pertinent Biographical Information)

I have been a Broadlands resident for 22 years and active in the community. I served the BHOA Board from 2009 to 2012 as President and from 2015 until present, as Vice President. I was closely involved with the opening of Hillside Elem, Eagle Ridge Middle, and Briar Woods HS. I spearheaded a campaign of hundreds of Ashburn residents to have Briar Woods built ahead of schedule in order to keep the community together, and I was founding President and multi-year board member of Briar Woods Music Boosters Association. I am married with two adult children and a daughter-in-law, and I am a deacon in my church.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

I have remained in Broadlands for so long because it is such a dynamic and model community. My interest in continuing with the Board is to assist with the challenges that face a mature community, such as maintaining the quality of our community, managing our aging infrastructure and needed, though often costly, repairs, keeping current with technology, and finding ways to maintain a stable budget in order to keep association fees reasonable. As a Board member, I will help manage these challenges with the goal of keeping Broadlands a strong and vibrant community.

Return to: Broadlands Association, Inc.
21907 Claiborne Parkway Fax 703-729-9733
Broadlands, VA 20148 Email Sarah@Broadlandshoa.com


*Applications must be returned by 5:00pm on March 22, 2019
for inclusion in the Newsletter and official Annual Meeting notice.*

BROADLANDS

Association, Inc.

NOMINATING FORM 2019 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALLOT for this election.

PRINTED NAME: Eric Bazerghi
ADDRESS: 43147 Arundell Ct
PHONE(S): 703-623-1509
EMAIL: eric@thehouse.net
SIGNATURE:  **DATE:** 03/14/2019

QUALIFICATIONS: (Pertinent Biographical Information)

I have been a Broadlands resident since 1999 and have served on the Board since 2007, most recently as President. Additionally, I have served on the Tech Committee for almost 20 years. I am married, with 2 children who attend Loudoun County schools. I have attended all Board meetings over the last few years. I believe that I have been a fair, active and very vocal participant on the Board, striving to keep costs down, while maintaining a level of quality services our residents expect from their Board and HOA.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

My family and I love Broadlands and want to be involved with the community we live in. I want to continue to differentiate Broadlands from other developments by emphasizing the 'sense of community' we all share. As a member of the Board, I try to incorporate this into my decision-making process, as well as the needs, concerns and expectations of the residents we are elected to represent. I want to continue to keep costs down, while continuing to provide services and benefits that make our community unique.

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BROADLANDS

Association, Inc.

NOMINATING FORM 2019 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALLOT for this election.

PRINTED NAME: Todd H. Parsons
ADDRESS: 21317 Hidden Pond Place
PHONE(S): (571) 439-0693
EMAIL: parsonstodd@yahoo.com
SIGNATURE:  **DATE:** 21 March 2019

QUALIFICATIONS: (Pertinent Biographical Information)

I've served as a Director on the Broadlands HOA Board for 3 years and I served on the Modifications Subcommittee for 2 years. I've been involved in the projects and initiatives which have come before the Board and affect the community.

I just retired from the US Army with over 28 years of service. I am a servant leader who understands the needs of our residents and strongly advocates for our homeowners.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

I love Broadlands! My family and I moved here from Germany in 2011 and decided this was our permanent home. We felt so comfortable about this community that when I was sent back to Germany in 2013, my family stayed behind so the kids could stay in school. After returning, I decided to repay the Broadlands Community by volunteering on the Board of Directors. I want to ensure that Broadlands remains the best community to live and raise a family.

Return to:

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Broadlands, VA 20148 Email Sarah@Broadlandshoa.com

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BROADLANDS

Association, Inc.

NOMINATING FORM 2019 BOARD OF DIRECTORS ELECTION

I wish to become a candidate for election to the Broadlands Association, Inc. Board of Directors. Please include my name on the BALLOT for this election.

PRINTED NAME: John Zuccaro
ADDRESS: 21450 Basil Court
PHONE(S): 571-271-7435 (c) 571-223-2557 (h)
EMAIL: johnzuccaro@earthlink.net
SIGNATURE:  **DATE:** 3-22-19

QUALIFICATIONS: (Pertinent Biographical Information)

I have a Bachelor's in Business Administration and worked in aerospace for 18 years as a subcontract administrator, negotiating and writing contracts then administering them until delivery of the items. I have run my own handyman business, been a product manager for a large bank, and worked home improvement companies. I have managed and performed home projects both large and small and have enjoyed volunteering at BWHS and at the Brambleton Golf Course. I believe my background and the enjoyment I get from volunteering makes me uniquely qualified for a position on the Board of Directors.

AREAS OF INTEREST:

(Why would you like to contribute your time to the community as a member of the Board?)

I am a Broadlands resident of more than twelve years, love the community and enjoy volunteering to make a difference. I am very interested in being involved with the budget decisions in order to make sure the HOA is getting the most from its expenditures and to ensure that the HOA fees remain reasonable. I also want to volunteer my time in order to represent the friends and neighbors I have made over the years while also addressing concerns of the community at large. I believe my contracts experience would prove very beneficial in selecting and negotiating with contractors.

Return to: Broadlands Association, Inc.
21907 Claiborne Parkway Fax 703-729-9733
Broadlands, VA 20148 Email Sarah@Broadlandshoa.com

*Applications must be returned by 5:00pm on March 22, 2019
for inclusion in the Newsletter and official Annual Meeting notice.*

**DRAFT MINUTES
BROADLANDS ASSOCIATION
TWENTIETH ANNUAL MEETING
WEDNESDAY, MAY 8, 2018 – 7 PM.
BROADLANDS CLUBHOUSE
43360 Rickenbacker Square
Ashburn, VA**

BOARD MEMBERS PRESENT:

Eric Bazerghi	President
David Baroody	Vice President
Dawne Holz	Secretary/Treasurer
Cliff Keirce	Director
Heidi Eaton	Director
Tania Marceau	Director
Todd Parsons	Director

BOARD MEMBER ABSENT:

Joseph Wagner	Director
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ALSO IN ATTENDANCE:

Sarah Gerstein, General Manager, CMCA, AMS, PCAM, LCM
Francesca Kenney, FirstService Residential
Mary Rogers, Independent Recording Secretary
Various Residents

I. ROLL CALL/PROOF OF QUORUM:

President Bazerghi called the 2018 Annual Meeting to order at 7:00 PM., after a quorum of membership was determined. President Bazerghi confirmed a quorum of members, via attendance, proxy and online voting. The voting represented 10.7% of the membership.

II. PROOF OF NOTICE OF MEETING:

President Bazerghi noted that a proof of notice of the meeting was provided on April 6, 2018. The notice was mailed via US Mail thereby meeting the requirements of the Association's Bylaws. The meeting notice was also advertised in the newsletter and on the website.

III. INTRODUCTION:

The Board of Directors introduced themselves and all thanked former member Denise Harrover for her years of service on the Board.

IV. EXPLANATION OF ELECTIONS PROCESS AND ELECTION OF DIRECTORS:

The Board appointed an Elections Committee consisting of Heidi Eaton, John Horner and Sarah Gerstein to develop and administer election procedures.

The purpose of the meeting is to elect members to the Board of Directors as follows:

- Members will be voting for up to four (4) candidates to fill the open positions on the Board of Directors.
- Three (3) members will be elected to serve three-year terms commencing May 2018 and expiring May 2021. One (1) member will be elected to serve a one-year term commencing May 2018 and expiring May 2019.

The Board oversees the business of Broadlands in the collection and expenditure of association funds, selection of contractors, management of facilities, and adoption of policies for the day-to-day operations. These volunteer

Board Members are a vital asset to the association. To become a Director, you must be a unit owner in good standing. The Board currently meets monthly on the second Tuesday of the month at 6:00 p.m. in the Broadlands Clubhouse.

The Election of Directors voting process is overseen by an independent third-party inspection of elections, and once again The Inspectors of Elections (TIE) was hired to provide that function for this election cycle. TIE conducts the most efficient and cost-effective process.

A. NOMINATIONS:

Nominating Forms and Petitions were submitted by four owners, Dawne Holz, Tania Marceau, Todd Parsons, and William Kolster. The floor was opened for nominations. No candidates were nominated from the floor.

There were no other candidates from the floor so the nominations from the floor closed at 7:05 pm.

B. INTRODUCTION OF CANDIDATES:

The four candidates Dawne Holz, Tania Marceau, Todd Parsons, and Bill Kolster all spoke briefly on why they are choosing to serve on the Board and what the community means to them. There were no questions for the candidates from the floor.

C. ELECTION:

The ballots were collected and tallied by TIE Vote and verified by the Elections Committee. The Board proceeded with the agenda and will report the results once they are tabulated.

V. APPROVAL OF MINUTES MAY 10, 2017:

(M) Upon motion duly seconded and carried, the Board of Directors approved the May 17, 2017 Annual Meeting minutes, as written. President Bazerghi made the motion. All were in favor and the motion passed unanimously.

V. REPORTS OF OFFICERS AND DIRECTORS:

Treasurer Holz congratulated General Manager Sarah Gerstein for being one of the top three nominees in the country for Manager of the Year. Treasurer Holz stated the association is solvent and had a fabulous year financially. The delinquent accounts remain low. The annual audit is wrapping up and will be presented to the Board of Directors for approval at their June meeting.

Vice President Barood thanked everyone for attending tonight's meeting.

Director Marceau – Thanked the excellent staff of volunteers in the community who make the Board's job so much easier.

President Bazerghi – Thanked all of the residents in attendance. President Bazerghi also thanked the entire staff along with the many volunteers who support the community.

VI. RECOGNITION OF STAFF:

President Bazerghi thanked the whole staff under Sarah Gerstein. He stated Sarah Gerstein is doing an incredible job for the community and praised her staff for all their time and effort. All of the volunteers of the community are doing an exceptional job and are so appreciated by the Board.

VII. REPORT OF COMMITTEES:

A. COMMUNITY OUTREACH

This year the community volunteered for several worthwhile charitable causes in Loudoun County such as:

- ✓ Collection drives and packing parties for Comfort Cases
- ✓ Prom Dress Drive

- ✓ Snack Pack Drive

B. BROADLANDS LIVE! – provided by GM Gerstein

Broadlands Live! is kicking off their 15th season with the first concert scheduled for Friday, May 11th at Hillside Park. The concert will be held inside at the Community Center in the event of rain. Additional concerts will be held June 8th, July 13th, and August 10th. Concerts are free and open to the public, they are BYOB.

C. EVENTS COMMITTEE – provided by GM Gerstein

The Events Committee has been hard at work improving the events you love and bringing new ones to the community, targeting all ages and interests. Some of the events this year was the Easter Egg Hunt, Comedy Show, and Halloween Party to name a few.

D. MODIFICATIONS SUBCOMMITTEE – provided by GM Gerstein

The Modifications Subcommittee meets 20 times per year to review all applications for modifications. In 2017, the committee reviewed a record number of applications with 980. So far in 2018, the committee has been very active.

E. TECHNOLOGY COMMITTEE – provided by Chair Holz

This committee is small and made up currently of only 7 members with seasonal help. The committee is responsible for the design and maintenance of the Broadlands HOA website and Flicks in the Sticks summer movie series. This year the Broadlands App was introduced and proudly report that Broadlands residents can store the entire family's pool pass information on the App. Southern Walk at Broadlands is also included in the App for communication announcements.

F. WILDLIFE HABITATS COMMITTEE – provided by GM Gerstein

The Wildlife Habitat Committee works on keeping Broadlands actively engaged in its Community Wildlife Habitat project. Yearly minimum goals for this committee are set by the National Wildlife Federation.

Management provided an update regarding the remodeling of the Community Center, street paving, and parking lot resurfacing.

VIII. OWNERS COMMENTS:

- A resident inquired about why the Association is using a California based firm in the role of Inspector of Elections and for financial reasons, why not use a local firm. Sarah Gerstein explained that there are only a few companies that provide this service. TIE was selected for providing the best service and value.

IX. UNFINISHED BUSINESS:

No unfinished business to report

X. NEW BUSINESS:

No new business on agenda

XI. ELECTION RESULTS:

All four candidates were elected with Dawne Holz, Tania Marceau, and Bill Kolster each serving a three-year Term until May 2021 and Todd Parsons serving a one-year term until May 2019. Congratulations to all!

XII. ADJOURNMENT:

(M) A motion made by President Bazerghi at 7:29 P.M. to adjourn the May 8, 2017 Annual Meeting. All were in favor and the motion passed unanimously. (7-0-0)

BROADLANDS

Association, Inc.

Annual Meeting Proxy May 7, 2019

This proxy form may be used for establishing quorum at the 2019 Broadlands Association, Inc. Annual Meeting. Please return this form to The Inspectors of Election no later than 12:00 PM on May 4, 2019.

****Proxy must be signed and dated on the opposite side to be valid.****

****Please clearly print your name and address where indicated.****

Please fully mark one of the following three options:

Option 1

- ☐ I/we hereby designate the Secretary of the Board of Directors as my/our proxy for the purpose of establishing quorum only.

Option 2

- ☐ I/we hereby designate the Secretary of the Board of Directors as my/our proxy to vote on my behalf for the candidates identified by fully marking a circle below. Three (3) seats are to be filled, so you may vote for up to three (3) candidates by fully marking a circle next to the name of the your selected candidates.

David Baroody

☐

Eric Bazerghi

☐

Todd H. Parsons

☐

John Zuccaro

☐

Write In _____

☐

Option 3

- ☐ I/we hereby designate:

Name: _____

Address: _____

as my/our proxy to vote on my behalf for any and all matters, which may come before the membership.

Proxy Instructions:

Homeowners Associations typically use proxies to help obtain quorum at their annual meeting of members. A Proxy allows an Owner to be counted as having attended the Annual Meeting by having another person represent him/her. A proxy may be used for attendance purposes only to help the Association achieve quorum or may be used to appoint another individual to cast the household's vote at an Association meeting. The Proxy may be instructed, which directs an individual how to vote or it may be uninstructed, which allows the Proxy to use his or her discretion in casting the Owner's vote.

In order to be valid, an uninstructed or instructed proxy must be executed in accordance with the following instructions:

1. Only an Owner or person having authority to execute deeds on behalf of an Owner (i.e., a person having power of attorney) may grant a Proxy.
2. The Owner must sign the Proxy. If there is more than one Owner, at least one (1) Owner must sign the Proxy.
3. The Proxy must be dated.

You may revoke your proxy by attending the Annual Meeting or by sending The Inspectors of Election written notice of your desire to revoke your proxy.

Please return proxies no later than 12:00 PM on Saturday, May 4, 2019 to:

The Inspectors of Election
Mail: P.O. Box 131778, Carlsbad, CA 92010
Email: info@tieivote.com
Fax: 888-211-5332

Signature

Print Name (Please print clearly)

Date

Broadlands Address (Address must be included)

Please review the enclosed proxy instructions prior to voting.