

(name of Association)

NOTICE OF ANNUAL MEETING AND ELECTION

The (name of association) will hold its Annual Meeting and Election of Directors on

(day of week, date and time)

(location)

The purpose of this meeting will be to elect members of the Board of Directors and to conduct any other business that may properly come before the members.

Statements of the candidates are attached. Additional candidates may be nominated from the floor at the meeting before the election begins.

Each qualified member may cast as many votes as are authorized by the Declaration and Bylaws for the member's unit or lot. Members can be disqualified from voting as provided by the Declaration and Bylaws. [Note: check your community's bylaws and state the grounds for disqualification. The reasons may include past due fees, covenant violations, or other rules infractions.]

If you cannot attend, you may vote by proxy. The approved Proxy Ballot is also enclosed. In order for you to use a proxy ballot to vote for a candidate, you must specify the name of the candidate. You can check off the name of the candidate if listed on the proxy ballot or write in the names of the candidates of your choice. (However, for a ballot to be used for a write-in candidate that person must be nominated from the floor at the election.) You may also use your proxy for quorum purposes only and without any authority to vote on any issue.

You may vote only once for each candidate.

Because (#) positions on the board are available, you should vote only for (#) candidates. (If you vote for more than that your ballot will be disqualified and not counted.)

You must give this Proxy Ballot to a proxy holder of your choice to carry to the meeting or you must give it to (name, address) no later than (deadline).

In order to facilitate that an annual meeting does occur and to insure that a properly conducted election occurs at a legitimately held meeting, the association

has included the following in the notice to insure this can occur and at a subsequent meeting if necessary.

For homeowner associations-- use this paragraph:

If there are not enough members at the meeting in person or by proxy to establish a quorum, then pursuant to Section 5-206 of the Maryland Corporations and Associations Article, a second meeting may be called and at least 15 days notice will be given. At the second meeting, the lot owners present in person and by proxy will constitute a quorum. Unless the Bylaws state otherwise, a majority of the lot owners present in person or by proxy at the second meeting may approve or authorize the proposed actions and may take any other action that could have been taken at the original meeting if there had been a quorum at that meeting.

For condominium association---use this paragraph:

If there are not enough members at the meeting in person or by proxy to establish a quorum, then pursuant to Section 11-109 of the Maryland Condominium Act, a second meeting may be called if a majority of those present in person and by proxy so agree. At least 15 days notice of the additional meeting will be given. At the second meeting, the unit owners present in person and by proxy will constitute a quorum. Unless the Bylaws state otherwise, the owners present in person or by proxy at the second meeting may approve or take any action that could have been taken at the first meeting if there had been a quorum.

We urge all members to attend this important meeting or to send their proxy ballots.

Board President