

RE: 2023 Stonebridge Property Owners Association Call for Nominations

Dear Resident:

The 2023 Annual Meeting of the Stonebridge Property Owners Association is scheduled for **Monday, September 18, 2023, at 6:30 p.m.** This meeting will be held at **Baker Heights Baptist Church, located at 580 Needy Road, Martinsburg, WV 25405.**

The purpose of this meeting shall be to elect **three (3) members** to the Board of Directors, adopt the Revenue Ruling 70-604 (as was done in previous years and must be done each year) for 2023, and take such actions as may be necessary to officially conduct the business of the Association.

On or about **August 29, 2023**, a separate notice containing ballots, proxies and instructions will be mailed to each owner, along with any nomination profiles received in our office. We urge you to return the proxy and ballot if you are unable to attend the meeting. This enables us to establish quorum which means that we have enough owners represented to vote. If we do not have enough people to vote, we have to do the process over again and use Association funds to pay for the additional expenses incurred.

Attached to this letter is a Nomination Form. **If you are interested in taking a vital leadership position within our community by serving on the Board of Directors, or would like to nominate another candidate, after verifying their interest, please return the nomination form to Property Management People (PMP) no later than August 25, 2023, so the name appears on the pre-printed ballot.** Nominations will also be accepted from the floor the evening of the meeting.

If you have any questions concerning this procedure, please contact me directly at 1-681-252-0217, ext. 1904.

Sincerely,

Dee Fitzwater
Community Manager for
Stonebridge Property Owners Association, Inc.

cc: Board of Directors

Encl: Nomination Form

Stonebridge Property Owners Association, Inc.
2023 NOMINATION FORM TO THE BOARD OF DIRECTORS

Please enter my name in nomination for election to the Board of Directors:

Name _____

Street Address _____

City _____ State _____ Zip _____

In order for your nomination to be placed on the pre-printed ballot at the Annual Meeting, it must be received at the offices of Property Management People, Inc. (PMP) no later than **Friday, August 25, 2023**. You may fax the nomination form to 304-725-5986, email to dec.fitzwater@pmpbiz.com or mail to:

Stonebridge Property Owners Association, Inc.
c/o Property Management People, Inc.
340 Edmond Road, Suite E
Kearneysville, WV 25430

Please answer the following:

I am interested in serving on the Board of Directors because:

My qualifications for serving on the Board of Directors are:

I would work to make the following improvements at Stonebridge:

Signature: _____ Date: _____