



**NOTICE OF ANNUAL MEETING OF MEMBERS AND SPECIAL ASSESSMENT RATIFICATION
OF POINT EDWARDS OWNERS ASSOCIATION**

The Annual Meeting of all members of Point Edwards Owners Association will be held

WEDNESDAY, MARCH 25, 2020

At 6:30 pm

VIRTUAL OR CONFERENCE CALL ONLY – see instructions below

Virtual on line link: Computer/tablet URL - <https://www.gotomeet.me/PointEdwardsHOA>

Join by Phone Conference Number: +1 (872) 240-3212 – Access Code: 634-958-733#, if needed the Audio Pin is 787#

TO: All Point Edwards Unit Owners
FROM: The Board of Directors and Association Manager, Deb Carter of PRIME
DATE: March 12, 2020
SUBJECT: Annual Meeting scheduled for March 25, 2020

As you are aware , Snohomish and King Counties have put out recommendations to postpone community meetings if possible and not to attend such meetings if one is in the vulnerable population, which includes anyone over 60 or with various health conditions. This would include a large fraction of our residents.

Therefore, with the above advisory, Point Edwards will be holding their Annual Meeting virtually and/or by conference call. We will be able to meet the requirements of the Declaration for this meeting. **In order to establish a quorum, I am asking that each and every one of you send in your proxy even if you plan on attending the meeting virtually or by phone (I need to be able to establish a paper trail).**

Regarding the Special Assessments, if you are in support of both assessments, **it is not necessary for you to vote as any vote not cast is considered a yes vote.** On the other hand, if you are against the Special Assessments, **you must vote.**

Regarding Board elections, there are four (4) vacancies on the Board; however, at this time, there are only three (3) candidates running. The Board of Directors will appoint an individual to serve a one (1) year term.

**Practice everyday preventive behaviors! Stay home when sick. Cover coughs and sneezes.
Frequently wash hands with soap and water. Clean frequently touched surfaces.**



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At this meeting, an election will be held for four (4) positions on the Board of Directors and a vote to ratify the lid special assessment. Since we don't have 4 candidates for 4 open positions, the Board will appoint the 4th director for a one year term. The agenda for the meeting is shown on the reverse of this Notice.

The Board is comprised of a total of seven members. Mike Mitchell, Dottie Perkins, Tom Graff and Jim Harris will have fulfilled their terms, Dottie, Jim and Tom will be stepping down and Mike has agreed to stand for re-election for an additional term. Frank Montgomery, Bob Spaulding, and Quentin Steinberg will serve for one more year. There are (4) two-year positions open for election. Information from the three (3) announced candidates for the open positions is enclosed.

Also a vote will be held to ratify two Special Assessments one for the lid repairs in the amount of \$356,725 and one for the replacement revenue paused transfer fee in the amount of \$75,000. See attached proxy and ballot and special assessment breakdown. Please be reminded per Section 16.3 of the Declaration the Special Assessment will be ratified unless at the meeting the Owners to which a majority of the votes (50+%) in the Association are allocated vote to reject the Special Assessment, the Special Assessment will be ratified, whether or not a quorum is present. So in other words, If you do not cast a vote for the special assessments it is considered a yes vote to approve the Special Assessments.

In order to establish a quorum, I am asking that each and every one of you send in your proxy/ballot even if you plan on attending the meeting virtually or by phone (I need to be able to establish a paper trail). If you are unable to print sign and scan back the Proxy and Ballot and you wish to use DocuSign, please send an email to office@primeseattle.com and we will send you a DocuSign form.

[Note: A Proxy is not the same thing as a ballot. A Proxy allows you to be represented and allows your Proxy holder to vote on your behalf. We have included on the Proxy the list of candidates so you may direct your Proxy holder as to how you wish to vote.

If you have questions about the meeting, please contact Deb Carter at 206-726-0878 or debcarter@primeseattle.com.



ANNUAL MEETING AND SPECIAL ASSESSMENT RATIFICATION MEETING OF
POINT EDWARDS OWNER'S ASSOCIATION

WEDNESDAY, MARCH 25, 2020
6:30 pm

VIRTUAL OR CONFERENCE CALL ATTENDANCE ONLY MEETING

We will open Microphones for questions ONLY at the beginning of the meeting.

Virtual on line link: Computer/tablet URL - <https://www.gotomeet.me/PointEdwardsHOA>

Join by Phone Conference Number: +1 (872) 240-3212 – Access Code: 634-958-733#, if needed
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A G E N D A

1. Call to Order / Introductions
2. Proof of Notice / Confirmation of Quorum
3. Approve Minutes of Previous Annual Meeting (3/27/19)
4. Introduction of Board Candidates
5. Election of Board Members
6. Special Assessment ratification/vote lid repairs
7. Special Assessment ratification/vote transfer fee
8. Committee Reports

Finance Committee
Grounds Committee
Facilities Committee
Community Engagement Committee
Charter Club Rental Overview

9. Questions/ Answers - Discussion
10. Adjourn

REMOTE AND CONFERENCE CALL ETIQUETTE

1. Have a copy of the agenda.
2. Call or log-in a few minutes early.
3. Announce yourself by name and unit number.
4. Find a quiet location without T.V., music or other background noise.
5. Don't eat or drink anything.
6. Mute your device when you are not speaking. If using two devices be sure to mute both.
7. Un-mute your device when you wish to speak.
8. One person speaks at a time: state your name and unit number and question and then mute.
9. Try not to multitask, turn off email notifications, and avoid conversations with others.
10. Avoid shuffling papers
11. Have a list of input/questions ready
12. Be polite.



BALLOT AND PROXY

I, the undersigned, being an owner of Unit _____ at _____ Pine Street, Edmonds, WA, of Point Edwards Owners Association, do hereby appoint

(Indicate name of attendee or, by leaving blank, you confer authority to the President of the Board of Directors to act as his or her proxy, to vote at this Board member's sole and exclusive discretion.)

with full power of substitution, as my attorney-in-fact and proxy to attend the Annual Meeting of this Association to be held on March 25, 2020, and any adjournments and continuations thereof, with full power to vote and act for me in the same manner and to the same extent that I might were I personally present at that meeting.

My proxy shall have full power to substitute another person as my proxy, and to revoke the appointment of any substitute proxy.

I hereby instruct my proxy to vote for three (3) candidates for election to the Board of Directors from the list below. The Board of Directors will appoint the fourth director for a one year term.

- | |
|---|
| <input type="checkbox"/> Jean Doerge , unit 65-302 |
| <input type="checkbox"/> Pam Erickson, unit 45-211 |
| <input type="checkbox"/> Mike Mitchell, unit 31-307 |

If no contrary direction is indicated, this proxy confers authority to the person named herein to exercise his/her best judgment in voting on any matters presented to the meeting.

I hereby revoke any other proxy or any power of attorney relating to the voting of my membership previously signed or granted by me. This proxy may be revoked only by a written form delivered to the Association which is signed and dated by hand by me which explicitly revokes same and is dated later than the date hereof or in person by me at the meeting by casting a ballot on any matter to come before the meeting.

THIS INSTRUMENT IS DEEMED TO BE MY PRESENCE AT THE AFOREMENTIONED MEETING FOR THE PURPOSES OF QUORUM. IF MORE THAN ONE PROXY IS RECEIVED BY THE ASSOCIATION FROM THE SAME OWNER FOR A UNIT, THE WRITTEN PROXY OR VOTE WITH THE LATEST DATE FOR THE SAME UNIT WILL CONTROL. ONLY ONE OWNER OF RECORD FOR A UNIT NEEDS TO SIGN THIS PROXY FORM. EXECUTION OF THIS DOCUMENT CONSTITUTES WAIVER OF: (1) APPEARANCE AT ANY MEETING, AND (2) ANY NOTICE OF TIME, PLACE, AND PURPOSE; REQUIRED UNDER THE WASHINGTON CONDOMINIUM ACT, WASHINGTON NONPROFIT CORPORATION ACT, WASHINGTON NONPROFIT MISCELLANEOUS & MUTUAL CORPORATIONS ACT, AS AMENDED, THE ARTICLES OF INCORPORATION, BYLAWS, OR DECLARATIONS OF THIS ASSOCIATION, AS AMENDED. I DIRECT THAT THE SIGNATURES TO THIS PROXY BE TAKEN AS MY SIGNATURE TO SUCH WAIVERS.

Signature _____ Date _____

[This proxy is not valid unless it has been dated by the member at the same time that it is signed. No postdated proxies are allowed.]

[Complete and return BEFORE the meeting date to P.R.I.M.E., Inc., 3109 Franklin Avenue E, Seattle, WA 98102 / FAX 206-726-1987 / E-MAIL office@primeseattle.com or proxy holder may bring this form to the meeting. If you are unable to print, sign and scan back the Proxy/Ballot and you wish to use DocuSign, please send an email to office@primeseattle.com and we will send you a DocuSign form.



ANNUAL MEETING MINUTES OF MARCH 27, 2019

- Yes, I approve the Annual Meeting Minutes of March 27, 2019
- No, I do not approve the Annual Meeting Minutes of March 27, 2019

**POINT EDWARDS OWNERS ASSOCIATION
SPECIAL ASSESSMENT RATIFICATION BALLOT
MARCH 25, 2020**

- Yes, I support the proposed 2020 Special Assessment for lid repairs in the amount of \$356,725.00
- No, I do not support the proposed 2020 Special Assessment for lid repairs in the amount of \$356,725.00
- Yes, I support the proposed 2020 Special Assessment for \$75,000.00 for the replacement revenue paused transfer fee.
- No, I do not support the proposed 2020 Special Assessment for \$75,000.00 for the replacement revenue paused transfer fee.

Homeowner

Address

Signature

Telephone #

Date

Unit # (s)

Please mail your proxy and ballot to PRIME, 3109 Franklin Avenue E, Seattle, WA 98102 or office@primeseattle.com prior to the meeting.