

PROPOSED AMENDMENT TO THE BY-LAWS  
WILLOW BROOK HOMEOWNERS ASSOCIATION, INC. ("HOA")  
Number of Homeowners Required for Annual Meeting

**IN ORDER TO ELIMINATE WASTEFUL EXPENSES, YOUR BOARD OF DIRECTORS IS REQUESTING YOUR VOTE IN FAVOR OF REDUCING THE QUORUM REQUIREMENT FROM 25% TO 10% OF HOMEOWNERS.**

If approved by two-thirds of Willow Brook homeowners, all future meetings of homeowners will require the attendance, in person or by proxy, of 41 homeowners, rather than the 101 currently required. Your Board of Directors believes 10% is a more attainable goal.

Your HOA has had to reschedule the Annual Homeowners' Meeting for several years because of a lack of quorum. This is more than a mere inconvenience. Each time we fail to have a quorum present the HOA must reschedule the meeting, print and mail new notices to all homeowners, and advertise the rescheduled meeting in the newspaper. Last year's postponement cost the Association more than \$700. The Board of Directors strongly encourages your vote in favor of this proposed amendment.

**The revised\* language of ARTICLE IV, MEETINGS OF MEMBERS, Section 6, Quorum, is printed below:**

Section 6. Quorum. The presence, either in person or by proxy, of members entitled to cast ~~twenty-five percent (25%)~~ [ten percent (10%)] of the votes of each class of membership, shall be requisite for, and shall constitute a quorum or the transaction of business at all meetings of members, except as otherwise provided in the Articles of Incorporation, the Declaration or the By-Laws. If the number of members at a meeting drops below the quorum and the question of a lack of a quorum is raised, no business may thereafter be transacted. The members present thereat shall have the power to adjourn the meeting from time to time and call an additional meeting giving at least fifteen (15) days' notice. At the additional meeting, the members present in person or by proxy shall constitute a quorum.

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\* (~~Strike through~~) = original wording; [bracketed] = proposed wording  
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**Homeowners may vote IN FAVOR of the proposed amendment by returning this notice and by signing, dating and mailing or faxing it to:**

***Swank Property Management, Inc., 4460 Lewis Mill Court, Jefferson, MD 21755***

***FAX: (301) 473-4966***

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Willow Brook Street Address