

**Willow Brook Homeowner's Association, Inc.**

C/O Jefferson Property Management

P.O. Box 67

Jefferson, MD 21755

301-969-0405

301-969-6196 fax

www.willow-brook.net

March 31, 2017

Dear Homeowner:

In accordance with Articles II, IV, V and VI of the By-Laws for Willow Brook Homeowners Association, Inc., the 2017 Annual Meeting will be held Wednesday, April 26, 2017 at the Monocacy Middle School, Opossumtown Pike starting at 7:00 p.m.

The purpose of the Annual Meeting shall be to review the past year's operations, discuss the goals and objectives of the Willow Brook Homeowners Association, Inc., and to elect a Board of Directors. At the 2017 Annual Meeting there will be vacancies on the Board to fill.

If you cannot attend this meeting it is **IMPORTANT** that you complete the enclosed proxy and return it to Jefferson Property Management, P.O. Box 67, Jefferson, MD 21755 by April 9, 2017. You may assign the proxy to another individual or the Managing Agent. Assigning your proxy to another individual will allow it to be used both for the purpose of achieving quorum and for voting; assigning it to the Managing Agent allows it to be used to make quorum only. Should you attend the meeting, your proxy will be returned to you.

**To achieve quorum we must have 25% of the homeowners either attending the meeting or by proxy. If we do not achieve quorum we will adjourn this meeting and open a new meeting at 7:15 PM and those owners, either in person or by proxy, will constitute quorum and we will conduct our annual meeting.**

Your attendance is needed and appreciated. We hope to see you at the meeting. Thank you!

Sincerely,



Steven T. Swank  
Property Manager

STS/kdh

Enclosures: Agenda, Proxy, Nomination Form