

MANHATTAN TOWNHOMES OWNERS ASSOCIATION
ANNUAL AND BUDGET MEETING NOTICE AND ELECTION OF DIRECTORS
To All Manhattan Townhomes Owners Association Members,

- The ANNUAL MEETING of **MANHATTAN TOWNHOMES OWNERS ASSOCIATION** will be held at the following DATE, TIME and LOCATION:
- **DATE / TIME: Saturday, November 4, 2023 at 10:00 AM**
- **LOCATION: Pool Area**

Enclosed with this notice is the 2024 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2024 Annual Budget. Also enclosed with this notice is the Agenda for the Annual Meeting and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of directors and conducting such other business as may lawfully be conducted.

Nominations for Directors can be self-nominated or can be taken from the floor. Any homeowner or other eligible person may nominate any other homeowner or eligible person, if written permission has been given from the person being nominated.

Agenda items are as follows:

Budget Meeting Agenda

1. Certify Quorum of the Board and Membership
2. Vote to Waive Financial Reporting
3. Vote to Roll Over Excess Funds
4. Board Approval of 2024 Annual Budget
5. **Adjournment**

Annual Meeting Agenda

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies & Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting
6. Election of New Directors
7. Call for Candidate Nominations from the Floor
8. Introduction of Candidates
9. Close of Nominations
10. Appointment of Persons to Assist in Counting Ballots
Casting of Ballot
11. New Business
Open Forum
Announcement & Seating of New Board
12. **Adjournment**

A quorum of Association Members must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a proxy, in order for the Association to conduct business.

The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.

Mailed: October 5, 2023

BY ORDER OF THE BOARD OF DIRECTORS
MAGDA HATKA, LCAM