

# **PEMBROOK WOODS HOMEOWNERS ASSOCIATION, INC.**

c/o Clagett Management || 7540 N. Market Street, Frederick, Maryland 21701  
Office: 301-695-6676 || Direct: 240-651-3032 || Fax: 301-695-9557 || Email: ebetancourt@clagett.com

## **ANNUAL MEETING NOTICE**

August 7, 2018

Dear Pembroke Woods Homeowner(s),

In Accordance with Articles IV of the By-Laws of the Pembroke Woods Homeowners Association, Inc., the **2018 Annual Meeting will be held Tuesday, October 19th, 2018, at the Emmittsburg Public Library, at 6 P.M.**

The purpose of the Annual Meeting is to review the past year's operations, discuss the goals and objectives of the Board, elect Five (5) members to the Board of Directors, approve the 2019 Proposed Budget, and discuss other business that properly comes before the members.

There are currently Four (4) Members serving on the Board of Directors. Those members consist of Ed Brogden, Jenni Joy, Michael Hoffman, and Kendall Moore. There are Five (5) Board position(s) available this election; Two of the elected members will serve a Three (3) year term; Two will serve a Two (2) year term; and One, a One year term. Thereafter, the terms will be Three (3) year terms.

Enclosed is a Nomination Form for your use if you would like to serve on the Board. You may nominate someone you would like to see serve as a Director provided they agree. Nomination forms may be submitted to Clagett Management no later than **August 30, 2018**. You may submit your nomination to Clagett Management, 7540 N. Market Street, Frederick, MD 21701, by fax (301) 695-9957, by email to ebetancourt@clagett.com., or by mail.

Another notice will be mailed out around September 3, 2018 with an Agenda, the 2017 Annual Minutes, Candidate Summary, 2019 Proposed Budget, and a Proxy/Ballot.

Sincerely,

**Elizabeth Betancourt**

Elizabeth Betancourt CMCA®, AMS®  
Community Manager, Clagett Management

**Enclosure: Nomination Form (reverse side)**