



Old Trail Village Community Association, Inc  
c/o Real Property Inc  
1500 Amherst Street, Suite 3  
Charlottesville, VA 22903

November 7, 2016

## NOTICE

### ANNUAL MEMBERSHIP MEETING

**Wednesday, December 7<sup>th</sup>, 2016; 7 PM  
at the Old Trail Golf Clubhouse**

The Old Trail Village Community Association, Inc Annual Meeting will begin promptly at 7 PM on Wednesday, December 7<sup>th</sup>, 2016 in the Old Trail Golf Clubhouse.

The purpose of the meeting shall include:

- Review of 2016 Association Activities
- Approval of 2015 Annual Meeting Minutes
- Review of the Proposed 2017 Budget
- Election of Board of Directors for 2017
- There will be an organizational meeting of the Board of Directors immediately following the meeting of the members for the following purpose:
  - Approval of 2017 Budget
  - Appointment of Officers for 2017 Board

**All Five Seats on the Board of Directors are up for re-election each year. A nomination form has been included in your mailing. Please submit the nomination form to me by Nov. 30, 2016 [allen@realpropertyinc.com](mailto:allen@realpropertyinc.com). If you choose to nominate a member for the Board of Directors, please confer with that neighbor beforehand to ensure they are willing to serve if elected.**

**Proxy:** All owners are strongly urged to attend this meeting; if you are unable to attend, ***please be certain to assign your Proxy so that a quorum can be attained and official business can be conducted at the annual meeting.*** A proxy form is enclosed with this notice. Please remember that your proxy must be assigned to someone who will be attending the meeting.

Sincerely,

Allen Billyk  
Association Management  
[allen@realpropertyinc.com](mailto:allen@realpropertyinc.com)  
(434) 823-4408

# Old Trail Community Association, Inc

Annual Meeting of the General Membership

Directed Proxy

December 7, 2016

The undersigned Voting Member(s) of the Old Trail Community Association, Inc do hereby make, constitute and appoint \_\_\_\_\_, a Voting Member of the Association residing at \_\_\_\_\_, the "Proxy holder", as his/her/their attorney-in-fact and proxy to vote on his/her/their behalf on all matters that may be considered at the Annual Meeting to be held on December 7, 2016 and at any adjournment or continuation thereof. This proxy shall be revocable by the undersigned until it is exercised, but in any event shall terminate at the close of the meeting or any adjournment or continuation thereof. [NOTE: If the blank above is not filled in, the proxy will be used to establish quorum but not be counted toward any voting matter.] The undersigned instructs such Proxy holder to vote at his or her discretion.

PROXY MUST BE SIGNED BY THE OWNER(S). IF ONLY ONE (1) OWNER SIGNS THE PROXY, THAT ACT SHALL BIND ALL.

Signed on \_\_\_\_\_, 2016      Signed on \_\_\_\_\_, 2016

\_\_\_\_\_  
Signature of Voting Owner

\_\_\_\_\_  
Signature of Voting Owner

Print Name(s):

\_\_\_\_\_

\_\_\_\_\_

Print Address:

\_\_\_\_\_

### Instructions

If you are signing in a representative capacity, please give full title as such. If the property is owned by a corporation, please sign in full corporate name by president or other authorized officer. If the property is owned by a partnership, please sign in partnership name by authorized partner(s). If the property is owned by an LLC, please sign in the LLC's name and indicate your capacity as a member, or manager if applicable. If the proxy is signed by an entity representative, that person represents that he has authority to sign this Proxy, and in no event, however, shall the Association be liable in the event the proxy is signed by someone without authority to do so.

Either deliver your proxy to another owner who will be attending the meeting, OR mail the completed proxy to Allen Billyk, Real Property, Inc., 1500 Amherst Street, Suite 3, Charlottesville, VA 22903. If you choose to mail your proxy, it must be received no later than noon on December 6, 2016 in order to be included with the votes.

You may revoke a submitted proxy prior to the start of the meeting in one of two ways. Either submit your revocation to Allen Billyk, the Managing Agent, in writing to the address above or via email at [allen@realpropertyinc.com](mailto:allen@realpropertyinc.com) no later than noon on December 6, 2016, or you may attend the meeting in person and notify one of the election officials during registration that you wish to revoke your submitted proxy.

PLEASE NOTE: If you do not plan to attend the Annual Membership Meeting, it is imperative that you return your proxy for establishment of a quorum.

Old Trail Community Association Inc.

**Board of Directors Nomination Petition**

Name of Nominee: \_\_\_\_\_

We, the owners at Old Trail Community Association, hereby nominate the above named individual for election to the Board of Directors.

Signature of at least three (3) Owners other than nominee:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_, (print name of nominee) hereby state my willingness to be nominated for election to the Old Trail Community Assoc. Board of Directors.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Nominee)

Please **attach a biographical sketch** for the nominee and submit to Allen Billyk with Real Property no later than **TBD.**

Your completed nomination should be mailed, emailed or faxed to:

**Allen Billyk  
Real Property Inc.  
1500 Amherst St. Ste 3  
Charlottesville, VA 22903**

**[allen@realpropertyinc.com](mailto:allen@realpropertyinc.com)**

**(434) 971-5514 (fax)**