



April 23, 2018

Dear Summerfield Homeowners,

On behalf of the Summerfield Homeowners Association Board, **I would like to invite you to the 2018 Annual Homeowner's meeting on Thursday, May 31 at 6:30 p.m. at the Lutheran Church of the Incarnation, 16889 Espola Road.** The Church is located just across Espola Road from our neighborhood. The meeting will take place in the Parish Room at the Church.

The following is our Annual meeting agenda:

1. Call to Order and Welcome – Tom Halfaker
2. Introduction of Board Members
3. Introduction of Homeowners present
4. Status of the Association – Tom Halfaker
 - a. Review of Board goals and accomplishments
 - b. Goals for 2018-2019 fiscal year
5. Architectural Committee Report – Dick Woodward
6. Treasurer's Report – Kevin Lowitz
 - a. Current Fiscal Year 2017-2018 Financial Statement
 - b. Projected Fiscal Year 2018-2019 Budget & Dues
7. Communications Report – Brad Phillips
 - a. Communications update
 - b. Website overview
8. Special Projects Report – Bob McCleary
 - a. Pool area update
 - b. Water use in common landscape areas
9. Election status – Yvonne Dozier
10. Open Forum – Questions/Input from Homeowners
11. Request for Volunteers – Tom Halfaker
12. Closing – Tom Halfaker

Annual Dues Invoices will be sent via regular mail this year. Dues invoices will be mailed in the second half of June with payments due by July 31, 2018.

If you would like your Dues Invoice to be sent to an alternative address, please email us at summerfieldpoway@gmail.com with your Summerfield property address along with the alternative address by June 15, 2018.

Return the Election Ballot enclosed

Enclosed is a ballot for this year's election for the open Board positions. While it might seem unnecessary to go through the time and expense to hold an election when we can fill the position with the individuals who have volunteered to run, we are mandated to do so in our governing documents (Article III and V of the By-laws) as well as California Civil Code 1363. ***Every year, we are mandated by state law to hold an election for new board members, and we must receive at least 51% of eligible ballots for the election to be valid.***

PLEASE HELP US ACHIEVE A VALID ELECTION BY RETURNING YOUR COMPLETED BALLOT!

It is important that the Board be properly elected so that its members can carry out all of the responsibilities dictated in our governing documents and comply with State laws. **As mandated by California law**, your ballot should be returned to the HOA as follows:

- STEP 1: The completed ballot shall be inserted and sealed into the *small blank envelope* provided.
- STEP 2: The envelope containing the ballot identified above, shall be inserted and sealed in the *larger envelope labeled with your name, address and signature line*. Please *sign your full name* as indicated on the label.
- STEP 3: The envelope in Step 2 should be inserted into the envelope that is addressed to "Summerfield Homeowners Association."
- STEP 4: Please **return the envelope by U.S. mail by Monday, May 15th** (requires one First Class postage stamp) or bring the envelope with you to the Annual Meeting on May 31st.

In compliance with California State law, the Board has appointed election inspectors that will validate, count, and tabulate the ballots at the Annual Meeting. If at that time, a quorum is met (51% of homeowner ballots returned), the election inspectors will disclose the results. If there are not enough returned ballots available at the Annual Meeting; subsequent to the meeting, the election inspectors will work to gather a quorum of ballots and report to the Board the election results when a quorum has been obtained.

Future SHOA Communications

If you haven't done so already, send us your email to continue to receive HOA communications. We are always looking for ways to save HOA funds. One way is that we no longer use regular mail for most communications from the HOA (ballots and invoices are still sent via regular mail). *If you wish to receive periodic news and updates from the HOA, please send us your email address.* Your email address will only be used to communicate Summerfield HOA-related information. **We will not publish your email address or distribute it to anyone else, including other homeowners in our neighborhood.** To be added to the email distribution list, send an email with your name, address, and phone number to: summerfieldpoway@gmail.com. If you own a home and have a renter, your tenant's email is welcome as well and we can keep them up to date on neighborhood happenings.

Volunteers

We are always looking for volunteers to help with the activities that support our neighborhood. One way we keep our annual dues low is by having an all-volunteer board of directors and architectural committee. If you can devote some time to helping with these efforts, please let us know by contacting any member of the board.

If you have any questions regarding the ballot procedures or the Annual Meeting, please contact me. Remember to send in your ballot. We look forward to seeing you on May 31st.

Tom Halfaker, President
Summerfield Homeowners Association
thalfaker@gmail.com