



{Current Date}
Account number: {Account number}

{Account name}
{Address line 1}
{Address line 2}
{City}, {Province/State} {Postal/Zip code}

{Association Name}

Re: 2019 Annual Meeting and 2020 Budget Ratification Notice

Dear **{Account name}**:

Date: November 5th, 2019

Time: 7:00 P.M.

Location: Marshall Middle School Library - 3939 20th Ave NW, Olympia

All homeowners are advised that the Cooper Crest Homeowners Association will hold its **Annual and Budget Ratification meeting** at the date and time indicated above. The proposed agenda includes:

1. Call to Order, Review of Attendance and Quorum Check.
2. Review of the HOA budget for 2019 and proposed budget for 2020.
3. Ratification of the 2020 Board Approved Budget
4. Presentation of the Board's nominee's and acceptance of floor nominations for one seat available.
5. Vote counting for one Board position.
6. Other business from the membership.

Note: Prior to the General Meeting, there will be a Board Meeting at 6:00 P.M., same location. Anyone interested may attend the Board Meeting as well.

If you need to communicate with the nominating committee prior to this meeting you can send them a note via the HOA mailbox, or send a message online at our website, or email info@vismanagement.com

NOTE: The board recommends approval of the waiver to save \$2600, RCW requires an annual audit. The code allows an association to waive this requirement through a vote by its members. We had a successful audit in 2018 and the board believes the yearly requirement unnecessary. It costs \$2600. The board strongly advises you to vote to waive the requirement, saving the \$2600. It will take two thirds of a quorum of the voting membership (at least 24 votes) to vote to waive the requirement in order to save the money. Any further questions about this letter may be directed to our offices, available by telephone at 800-537-9619. Please do not hesitate to contact us with any questions or concerns.

Sincerely,
Management Team
VIS Group, Inc.
On behalf of {Association Name}