



# Hampton Chase Recreation Association, Inc.

[www.hcrafairfax.org](http://www.hcrafairfax.org)

## NOTICE OF ANNUAL MEETING

November 4, 2020

Dear Hampton Chase Recreation Association Member(s):

Please be advised that this letter serves as official notice of the Annual Meeting as prescribed in Article XII, Section 3 of the Bylaws of the Hampton Chase Recreation Association (HCRA). Due to continued health concerns surrounding COVID-19 and the requirement to maintain proper physical distance, **the Annual Meeting will be held virtually via Zoom** with only ten (10) available seats at the clubhouse. You must reserve your seat at the clubhouse no later than 5 pm on November 16<sup>th</sup> by emailing: [r.rosario@cardinalmanagementgroup.com](mailto:r.rosario@cardinalmanagementgroup.com).

**DATE:** November 19, 2020  
**TIME:** Online Registration/Sign-In begins at 6:30 pm. Meeting starts promptly at 7:00 p.m.  
**PLACE:** Virtually via Zoom. Register in advance by visiting: <https://zoom.us>  
Select "Join Meeting" and enter Meeting ID: 819 6079 7069  
After registering, you will receive a confirmation email containing information about joining the meeting. *(If you reserve a seat by November 16<sup>th</sup>, you may attend in person at 5492 Ashleigh Road, Fairfax, VA 22030. Limited seating will be available.)*

This year, in lieu of submitting a paper proxy or ballot, we have added the option to vote electronically using a third-party representative. This is a safe and efficient method to increase participation. Each property with an email on file will receive an email invitation to vote from the community voting site: <https://hamptonchase.ivotehoa.com/register>. If you do not receive the email you can request your code by emailing your name and street address to [r.rosario@cardinalmanagementgroup.com](mailto:r.rosario@cardinalmanagementgroup.com).

Voting online is easy and quick in just three steps!

1. Receive the email and click the link to go to the voting site
2. Register for the vote by entering your information and creating a password
3. Make your choices on the ballot and submit

When your vote is complete, you will receive both an onscreen confirmation and an email that the vote has been recorded. The entire process takes only a few minutes, probably less time than it took to read these instructions! You may vote electronically until 8 pm on November 19, 2020.

For those who do not wish to vote electronically, we have enclosed a paper proxy ballot for voting and quorum purposes. Please do not vote electronically and submit a proxy. It is very important that a quorum of homeowners be present, either in person (virtually) or by proxy, in order for business to be conducted at the Annual Meeting. We have also included draft minutes from the 2019 Annual meeting.

If you do not wish to vote electronically, then paper Proxy ballots can be returned directly to Cardinal Management Group, Inc. 4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192 by 5 pm November 16th. You may also scan and email the completed proxy ballot to [r.rosario@cardinalmanagementgroup.com](mailto:r.rosario@cardinalmanagementgroup.com) by 5 pm November 18th.

**There will be four (4) \$25.00 Visa Gift Card door prizes awarded the night of the meeting sponsored by Cardinal Management Group, Inc. The prizes will be drawn from online votes and the Proxies submitted. Please vote online or submit your Proxy Form (but not both) in order to be eligible for this door prize.**

Hors d'oeuvres will not be served this year due to COVID-19 restrictions.

We look forward to your participation to achieve quorum.

Very truly yours,  
HAMPTON CHASE RECREATION ASSOCIATION  
The Board of Directors

Enclosures: 1) Agenda; 2) Proxy and Return Envelope; 3) Draft 2019 Annual Meeting Minutes