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Notice of Annual Homeowners Meeting
Ypao Garden Condominium

Dear Homeowner:

This letter shall serve as notification the Ypao Garden Condominium, board of directors has scheduled the Annual Homeowners Association meeting for:

Date: Saturday, November 20, 2021
Time: 10:30 A.M.
Location: Ypao Garden Pavilion

The agenda is enclosed for your review. As per the Associations' governing documents each homeowner is responsible for registering proof of unit ownership, current mailing address and contact telephone number with either the Secretary of the Board, or the Managing Agent (Century 21 REMCO). We kindly ask that you provide our office a copy of your deed if you have not previously done so. **IF YOU ARE UNABLE TO ATTEND THIS MEETING PLEASE FILL IN THE ATTACHED PROXY INFORMATION AND RETURN THE FORM TO CENTURY 21'S OFFICE.**

The contact information on the following form will be used to update our records and the proxy section will be used to help establish a quorum for the meeting and will be withdrawn if you are present in person. If you would like our office to act as your proxy please fill in the proxy form accordingly keeping in mind that proxies appointing Century 21 are only used to assist in establishing a quorum; we typically do not vote proxies.

REMEMBER TO SIGN-IN AT THE MEETING TO ENSURE THAT YOUR UNIT IS REGISTERED AND PROPERLY REPRESENTED. You should bring a pen or something to write with, as there will be ballots for election of nominees to serve on the board of directors. If you have any questions feel free to contact our office.

Sincerely,


Gabriele Duenas
Property Manager

A G E N D A

ANNUAL HOMEOWNER'S MEETING

**Ypao Garden Condominium
Saturday, November 20, 2021, 10:30 A.M.**

1. Roll Call
2. Proof of Notice of Meeting
3. Reading of Minutes of Preceding Meeting
4. Report of Officers
5. Report of Committees
6. Election of Inspectors of Election
7. Election of Directors
8. Unfinished Business
9. New Business

**HOMEOWNER INFORMATION
Ypao Garden Condominium**

NAME: _____ UNIT# _____

MAILING ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

FAX NUMBER: _____

EMAIL: _____

I reside in my unit _____
My unit is being leased / rented _____

ATTENDANCE CONFIRMATION

_____ **YES, I WILL BE ATTENDING THE ANNUAL HOMEOWNERS MEETING.**
_____ **NO, I WILL NOT BE ATTENDING THE ANNUAL HOMEOWNERS' MEETING.**

**PROXY
Ypao Garden Condominium**

I, _____, the owner of unit(s) _____, do hereby
appoint _____ to act as my proxy for the **Ypao Garden
Condominium, Annual Homeowners' Meeting** to be held, **Saturday, November 20, 2021,
10:30 A.M. at Ypao Garden Condominium** or any date and time that may be continued and/or
rescheduled. My proxy holder shall hold all rights and privileges I may have at this meeting and
therefore may vote in my name for or against, any resolution that may be presented.

Homeowner Signature

Date