

# St. Asaph Square Condominiums

801 South Pitt Street  
Old Town Alexandria, Virginia 22314  
703-683-5858

September 27, 2017

To All Owners of Record  
St. Asaph Square Condominiums  
Alexandria, VA 22314

## Re: Notice of Annual Meeting

Dear Homeowner(s):

I am writing to you on behalf of the Board of Directors of St. Asaph Square Condominiums. In accordance with Section 55-79.75 of the Condominium Act of Virginia, you are hereby notified of the Annual Meeting of the St. Asaph Square Unit Owners Association scheduled for **7:00 p.m. on Tuesday, October 17, 2017**, in the Pitt Street 3<sup>rd</sup> Floor Solarium. **Registration will begin at 6:30 p.m.**

In addition to the annual election of two (2) Board members, the meeting may include an overview of the approved budget for fiscal year 2018, a financial update, and other topics of interest or concern to residents in attendance. Current Board member Shari Keefer has made her intention known and is seeking re-election to the St. Asaph Board of Directors.

Even if you will be able to attend the meeting, please fill out, **sign** (have your **signature witnessed**) and return the enclosed proxy. *Please note that according to the St. Asaph Square Bylaws, Article II, Section 2.9, all proxies are required to be witnessed. Unwitnessed proxies are not valid.* Off-site owners, please mail the postage-paid proxy card. On-site owners can mail the proxy form or drop it off at the Condominium Office prior to the meeting date. Proxies must be received no later than October 16, 2017. Your proxy is needed to help us meet our quorum requirement, **so please return it as soon as possible.** You may simply revoke your proxy if you attend the meeting.

Sincerely,  
ST. ASAPH SQUARE CONDOMINIUMS



Patrick M. Mazzei, CMCA<sup>®</sup>, AMS<sup>®</sup>, Community Manager  
Cardinal Management Group, Inc.  
Agents for St. Asaph Square Condominiums

Enclosures

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## **AGENDA**

### **ST. ASAPH SQUARE CONDOMINIUM 2017 ANNUAL MEETING**

**OCTOBER 17, 2017**

- I. CALL TO ORDER – 7:00 P.M., WELCOME**
- II. PROOF OF NOTICE AND VERIFICATION OF QUORUM**
- III. WAIVE READING AND APPROVAL OF THE 2016 ANNUAL MEETING MINUTES**
- IV. OFFICERS' REPORTS**
- V. COMMITTEE REPORTS**
  - Budget
  - City of Alexandria, Community Building Update
  - Design
  - Landscaping
  - Social
  - Pool
- VI. NOMINATIONS**
  - Appointment of Inspectors of Election
  - Nominations from the Floor
  - Introduction of Candidates
  - Election
- VII. COMMUNITY QUESTIONS & COMMENTS (5 minutes per person)**
- VIII. ELECTION RESULTS**
- IX. ADJOURNMENT\***

\*An organizational meeting will immediately follow the Annual Meeting. All new Board members are requested to attend.

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**NOMINATION FORM  
ST. ASAPH SQUARE CONDOMINIUM  
2017 ANNUAL MEETING  
OCTOBER 17, 2017**

**RESUME**

NAME: \_\_\_\_\_ HOME PHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU EVER BEEN INVOLVED IN A CONDOMINIUM/HOMEOWNERS ASSOCIATION OR COMMUNITY ORGANIZATION? Y / N PLEASE EXPLAIN.**

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**WHAT BACKGROUND OR EXPERIENCE DO YOU HAVE WHICH MAY QUALIFY YOU FOR A DIRECTOR POSITION? (JOBS, ORGANIZATIONS, OCCUPATION, ETC.)**

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**WHAT ARE YOUR REASONS FOR SEEKING A POSITION ON THE BOARD OF DIRECTORS? (GOALS, IDEAS, ETC.)**

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**OTHER IDEAS OR COMMENTS:**

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St. Asaph Square Condominiums  
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