

**RIVER FARMS CONSERVANCY, INC.**  
**ANNUAL MEETING OF THE MEMBERS**

**To:** All Members of the River Farms Conservancy, Inc.  
**From:** The Board of Directors  
**Date:** May 25<sup>th</sup>, 2021  
**Re:** 2021 Annual Meeting Notice

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In accordance with Article IV, Section 3 of the River Farms Conservancy Bylaws, please accept this memorandum as official notification of the 2021 Annual Meeting of the Members. This year's meeting will occur on **Thursday, June 3<sup>rd</sup>, 2021 at 6:30PM**, hosted at **2701 Carter Farm Court Alexandria, VA 22306 on the Pool Lawn**. Sign in for the annual meeting will begin at 5:00PM.

- You will always be required to wear a mask in accordance with state and local laws.
- You must always keep six (6) feet distance from others.
- You are asked to bring your own chair or blanket to seat on maintaining 6FT distance for others.
- During sign-in, please maintain 6 ft apart when in line.

**Please note that all payments due to River Farms Conservancy must be paid in order to vote. Payments will not be accepted at the Annual Meeting.**

The purpose of this year's annual meeting will be to fill *three (3) open positions* on the Board of Directors. Those individuals elected to the Board at the annual meeting will each serve a three-year term. While Membership in the Conservancy is not a prerequisite to hold office, those individuals that are Members must be in good standing.

If you are unable to attend this year's Annual Meeting, please complete and return the enclosed proxy form. Returning these forms helps to ensure that the Conservancy will meet its quorum requirement of one-tenth of the Membership. You may either designate your proxy solely for the purpose of being counted for quorum or to another individual to vote on your behalf. Please note that for a proxy to qualify, it must be signed by all owners of record, dated, and witnessed. Your proxy can be delivered by mail to Summit Management's Virginia office (address listed below), faxed, or email. All Members are asked to return their proxy by no later than Wednesday, June 2<sup>nd</sup>, 2021. If your proxy will be arriving with a Member, please note that it must be presented at the registration table prior to the commencement of the meeting.

Should you have any questions or concerns regarding this year's meeting, please do not hesitate to contact our Community Manager, Ms. Toria Harris via email at **Toria.Harris@summitmanage.com**. On behalf of the Board, we hope that all Members can join us for this year's meeting. We thank you for your past support and look forward to another spectacular year of serving the community.

**RIVER FARMS CONSERVANCY, INC.**  
**ANNUAL MEETING OF THE MEMBERS**  
2701 Carter Farm Court Alexandria, VA 22306  
Pool Lawn –Sign in 6:30PM  
Thursday, June 3<sup>rd</sup>, 2021

**PROXY**

I/We, the owner(s) of a Lot within the River Farms Conservancy, Inc., hereby appoint:

the Secretary of the Conservancy, or

\_\_\_\_\_,  
Name of the Member's Representative

As my/our proxy for the purpose of casting my/our vote on any matter which may come before the Membership at the Annual Meeting of the River Farms Conservancy, Inc., to be held on **Thursday, June 3<sup>rd</sup>, 2021** including any adjournments thereof.

submit this proxy for the purpose of quorum only

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**ADDRESS OF THE PROPERTY**

**X** \_\_\_\_\_  
**Signature of the Owner(s)** **Date**

**X** \_\_\_\_\_  
**Witnessed** **Date**

**PLEASE NOTE:**

- 1) All owners of record must sign this form. All addresses must be current.
- 2) All proxies must be filed with the Secretary of the Association at the meeting registration table before the appointed time of the meeting.
- 3) If the unit owner(s) does not appoint another person to vote on their behalf, the proxy will only be valid for the establishment of quorum for the annual meeting.
- 4) This proxy may be delivered to the Association by hand-delivery with another Member, first class mail, facsimile transmittal to (703)746-8585, or via email to [Toria.Harris@summitmanage.com](mailto:Toria.Harris@summitmanage.com).