

**UNIVERSITY SQUARE OWNERS' ASSOCIATION**  
c/o Legacy Community Management  
P.O. Box 36248  
San Jose, CA 95158  
408-677-3110

## **2016 ANNUAL MEETING NOTICE**

**DATE: NOVEMBER 9, 2016**

**Member Sign-In: 6:00 PM**

**Meeting: 6:10 PM**

**Location: PGA Superstore Conference Room  
1751 E Bayshore Road  
East Palo Alto, CA 94303**

Dear Homeowners,

Enclosed is information pertaining to the annual meeting for your association.

Enclosed you will find the following documents:

- Notice of Annual Meeting
- Annual Meeting Agenda
- Frequently Asked Questions
- Official Voting Instructions
- University Square Owners' Association HOA 2016 Ballot
- Ballot Envelope & Return Envelope

There is only one item on your ballot:

- **RESOLVED**, that the members of University Square Owners' Association approve the I.R.S. 70-604. "Roll-Over" Resolution. This allows the Association to apply excess income to the member assessments for the following year.

A Call for Candidates was mailed to all owners and a nomination committee was appointed by the Board. As of a deadline for submission of candidates or self-nomination, only three candidates came forward. As announced three Board positions for a two-year term are up for election. **Section H of the Election Rules says the following: "The members shall be provided a reasonable opportunity to nominate themselves or another member as a candidate for election to the Board of Directors, as provided in these Election Rules. If, following that reasonable period,**

there are no more candidates for election to the Board than there are vacancies to be filled on the Board, the inspector(s) shall provide a report of such fact to the Board of Directors who may deem the nominees to the vacancies on the Board to be elected and who shall then be deemed elected by acclamation." Therefore, the three candidates have been elected by acclamation and will be appointed at the Annual Meeting & Open Board meeting following the Annual Meeting.

The deadline for receipt of your ballot by U.S mail is 3:00 p.m., November 9, 2016. You may mail your ballot or you may bring your ballot to the Annual Meeting by 6:00 p.m. and hand-deliver them to the Inspector of Election, Clarissa Argueta from Legacy Community Management.

**The deadline for voting may be extended if enough ballots are not received by November 9, 2016. The quorum required on this ballot is fifty-one percent (51%) of the members or 111 ballots, under Article IV, Section 4.3.1 of the Bylaws. The ballots will be opened and tabulated by the inspector of election at the Annual Meeting. If you would like to obtain a proxy, please contact our office.**

Please plan to attend this meeting. If you are unable to attend, please return your completed official ballot (see official voting instructions).

**PLEASE CAST YOUR BALLOT NOW. REMEMBER TO SIGN THE OUTER ENVELOPE WHERE INDICATED TO BE ABLE TO REACH A QUORUM.**

***The annual meeting costs our Association money. If we do not make quorum, we will have to have another meeting.***

Sincerely,

The Board of Directors  
University Square Owners' Association

**UNIVERSITY SQUARE OWNERS' ASSOCIATION  
ANNUAL MEETING**

**AGENDA**

**DATE: NOVEMBER 9, 2016    LOCATION: PGA Superstore Conference Room  
1751 E Bayshore Road  
East Palo Alto, CA 94303**

1. CALL TO ORDER 6:10 P.M.
2. ESTABLISH A QUORUM
3. INTRODUCTIONS
4. APPROVAL OF 2015 ANNUAL MEETING MINUTES (If available)
5. OPENING REMARKS
  - a. Board President State of the Association Message
  - b. Financial Update
6. BALLOTS
  - a. Count the Votes
7. OPEN DISCUSSION
8. ANNOUNCEMENT OF BALLOT RESULTS
9. ADJOURNMENT

## FREQUENTLY ASKED QUESTIONS

Q: How do I vote my Ballot?

A: Please refer to the instructions on the Ballot and/or the enclosed Instructions.

Q. Do I sign my Ballot?

A. **No!**

Q. Do I sign the pre-addressed return envelope?

A. **Yes.** There is space in the upper left-hand corner where you must print your name, address, and unit number, and you must sign. **If you do not follow these instructions properly, your vote will not be counted.**

Q. When must I return my voted Ballot?

A. Please see the enclosed Instructions for the date and time by which the Ballots must be received by the Inspector of Election. You may send your Ballot through the U.S. Mail, or you may hand deliver it at the Annual Meeting to the Inspector of Election, Clarissa Argueta from Legacy Community Management.

Q. If I lose my Ballot, can I get another one?

A. Yes, you must contact Clarissa at Legacy Community Management. You will be required to sign a statement under penalty of perjury that your original Ballot was lost, destroyed or never received. The Association will maintain a record of all such requests, and if any homeowner is determined to have voted more than once, even if by mistake, neither Ballot will be counted.

Q. How are ballots counted?

A. Ballots will be counted and tabulated by the Inspector of Election in public at the Annual meeting. Any homeowner may witness the counting and tabulation of the votes.

If you have any other questions, please contact Legacy Community Management at 408-677 3110.

# UNIVERSITY SQUARE OWNERS' ASSOCIATION

## OFFICIAL VOTING INSTRUCTIONS

PLEASE COMPLETE THE OFFICIAL BALLOT AS INSTRUCTED BELOW.

### Voting Instructions

1. Please place an "X" on the "For", "Against" or "Abstain" line to cast your vote for the roll-over resolution. The ballot is enclosed with this instruction sheet and is marked "Official Secret Ballot".
2. After you have finished voting, place your completed Ballot into the envelope marked "Ballot Enclosed" and seal the envelope.
3. Place the sealed "Ballot Enclosed" (containing your completed Ballot) into the pre-addressed return envelope. Seal this envelope and **print your name, address and unit number in the upper left-hand corner, then sign in the space provided.**
4. **The deadline for voting may be extended if enough ballots are not received by November 9, 2016.** The quorum required on this ballot is fifty-one percent (51%) of the members or 111 ballots, under Article IV, Section 4.3.1 of the Bylaws. The ballots will be opened and tabulated by the inspector of election at the Annual Meeting.