

MEMORANDUM

TO: Burke Station Citizens Association Members

FROM: Kylee Pineda
Administrative Assistant

DATE: February 20, 2020

SUBJECT: Annual Assessment Increase, Record Update, and Annual Meeting

Enclosed please find the following important documents for your files.

1. Annual Assessment Increase and Due Date Change

The Burke Station Association Citizens Association (BSCA) Board of Directors voted to set the 2020 annual homeowners' assessment at \$218. The assessment is used to pay for various expenses incurred by the community, including landscaping and grounds maintenance, financial management, tree removal, paving, community social events and utilities and contracted services that support the Association.

The Board also voted to more logically align the BSCA budget year -- January 1 to December 31 -- with dues invoicing and collection. The 2020 BSCA assessment is due March 1 (with late fees assessed April 1).

2. Record Update

It is imperative that your address and contact information, including email address, is provided to Sequoia Management Company, so that you may receive any correspondences from the BSCA Board of Directors and the Management Company in a timely manner. Please complete and return the Member Information Form provided with this Assessment. It is our hope to reduce printing and mailing expenses in the future and move to an email notification system.

3. Annual Meeting

The BSCA Annual Meeting is scheduled for Wednesday, May 13, 2020, at 7:30 p.m. in the BSCA Community Room. Please mark your calendars now. If you are unable to attend, please sign and return the proxy provided, in order to establish the required quorum and designate the BSCA Board of Directors, or another representative, with authority to vote on your behalf, if needed, on any business that comes before the Association.

BSCA Member Information Collection / Update Form
March 2020

Member Last Name(s): _____

Member First Name(s): _____

BSCA Property Address: _____

Mailing Address (if different from BSCA property)

Phone: _____

Additional Phone: _____

*Email Address: _____

Resident Contact Information (if different from BSCA Member)

Last name(s): _____

First Name(s): _____

Phone: _____

Additional Phone: _____

*Email Address: _____

*Please provide a current Email Address for future BSCA communications

Agenda

**Burke Station Citizens Association
2020 Annual Meeting
Wednesday, May 13, 2020
7:30 p.m.**

1. Call to Order
2. Proof of Notice of Meeting
3. Verification of Quorum
4. Reading/approval of Minutes of Preceding Meeting
5. Reports of Officers and Board of Directors
6. Unfinished Business
7. New Business
8. Adjournment

**NOTICE OF THE 2020 ANNUAL MEETING
OF THE MEMBERS OF
BURKE STATION CITIZENS ASSOCIATION**

PLEASE TAKE NOTICE that the 2020 Annual Meeting of the Members of the Association for the purpose of transacting such business as may properly come before the meeting will be held on the date, time, and place stated below.

Date of Meeting: Wednesday, May 13, 2020

Time of Meeting: 7:30 p.m.

Place of Meeting: BSCA Community Room
5820 Ridge Ford Drive
Burke, VA 22015

In order to conduct important Association business, it will be necessary to establish a quorum. Therefore, if you cannot attend the meeting, please fill out the enclosed proxy and return it to the Sequoia Management Office:

BSCA
c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20181

Dated: February 12, 2020

BURKE STATION CITIZENS ASSOCIATION, INC.

PROXY

I/We _____, owner(s) of
(Printed Name of Owner(s))

(Address of BSCA Property)

being members in good standing of the Burke Station Citizens Association, do hereby appoint _____ as my/our proxy to attend the meeting of the members of the Association to be held on **May 13, 2020**, or any continuation or adjournment thereof, with full power to vote and act for me and in my name, place, and stead, in the same manner, to the same extent, and with the same effect that I/we might were I/we personally present thereat, giving to such proxy full power of substitution and revocation. If no one is appointed in the blank above, I/we will be deemed to have appointed a current member of the Board of Directors as my/our proxy. Any proxy or proxies heretofore given by me/us to any person or persons whatsoever are hereby revoked.

PLEASE NOTE: ALL OWNERS MUST SIGN THIS PROXY.

Owner Signature

Co-Owner Signature

Date

Date