



May 6, 2025

RE: Reminder Notice of 2025 Annual Meeting

Dear Homeowner,

This letter reminds you that the Pooks Hills Square Condominium's annual meeting for the year 2025 is scheduled for Wednesday, May 21, 2025. The primary agenda is to elect four (4) members of the Association to the Board of Directors. The meeting will be conducted virtually and will commence promptly at 7:00 PM.

Topic: POOKS HILL SQUARE 2025 ANNUAL MEETING
Time: May 21, 2025, 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/81872770172>
Meeting ID: 818 7277 0172
Passcode: 959670

We have provided an agenda, a proxy form, and an absentee ballot in advance of the meeting. It is essential to differentiate between a proxy and a ballot. A proxy serves as a document for owners who will not be present at the meeting, allowing them to delegate their voting authority to another individual for any matters that may arise before the board. However, for election purposes, the owner's selection of candidates must be indicated on the proxy. Conversely, a ballot is intended for those owners who will be in attendance at the meeting and are therefore able to submit a ballot.

As an owner, it is your responsibility to meticulously review the enclosed materials and promptly complete any required forms. The proxy form should be filled out by owners who may not be able to attend the annual meeting, allowing them to vote for their preferred candidate in their absence and/or to fulfill quorum requirements. It is imperative to note that, in order to be valid, each proxy must comply with the instructions provided on the proxy form. All proxies must be signed by the record owner, dated, include the owner's printed name, and have the address completed. Proxies that are not filled out correctly will be deemed invalid. The completed proxy form should be delivered to a Board member or an authorized agent on your behalf. Please ensure that all proxies are submitted by the close of business on Friday, May 16, 2025, to be considered at the meeting. Additionally, you may email them to arhodes@dhbader.com.

There are four (4) expiring seats on the Board of Directors. Additional nominations may be raised from the floor at the Annual Meeting in accordance with your governing documents.

We highly encourage your attendance and participation in this significant meeting. If you have any inquiries or comments regarding this notice, please do not hesitate to contact me at (877)-744-6201 x702 or via email at arhodes@dhbader.com.

Respectfully,

Amanda Rhodes
DH Bader Management
Agent for Pooks Hill Square

Enclosures





**POOKS HILL SQUARE HOA 2025 ANNUAL MEETING
DIRECTED PROXY**

The undersigned owner(s) of _____ (address), at the Pooks Hill Square hereby nominates, appoints, and designates _____ the secretary of the Board of Directors, or _____ of _____ (address) as my/our proxy to represent me/us and to exercise my/our voting rights at the meeting of the member to held on May 21, 2025, or at any subsequent meetings, reconvened meetings, or adjournments needed. I/we understand that this proxy may be revoked by me/us at any time.

This proxy is executed for the 2025 Pooks Hill Square Annual Meeting scheduled for May 21, 2025. It carries its full right to the Proxy Holder to establish a quorum and cast a vote for the board members as directed below. The proxy is only valid if the proxy is completed fully and correctly by an eligible owner and the owner has appropriately designated the votes. The proxy holder **cannot** decide on the votes for the owner. If an eligible owner does not complete the ballot correctly, the proxy may only be counted for quorum purposes.

Please mark clearly on the line indicated "Vote" next to each nominee or "Write-In" for which you wish to direct this proxy.

Vote Names of Nominees:

____ Write In: _____ Write In: _____

____ Write In: _____ Write In: _____

*****VOTE FOR A MAXIMUM OF FOUR (4) PEOPLE *****

The Undersigned has executed this Proxy in _____, Maryland, on this _____ Day of _____, 2025. This proxy shall be valid for no more than 180 days from execution, but at any adjournment or subsequent holding of the 2025 Annual Meeting to obtain a quorum.

Signature: _____ Print Name: _____

Property Address: _____ Contact Number _____

NOTE: You may designate as your proxy the secretary of the Board of Directors or any other eligible unit owner that you are sure will attend the meeting (please mark/name the person above)

Please fill in the date and sign this proxy. Give your proxy to a board member, or email Amanda at arhodes@dhbader.com





BALLOT

**POOKS HILL SQUARE CONDOMINIUM
2025 ANNUAL MEETING**

Unit Owner Address:

Four (4) expiring seats are on the Pooks Hill Square Board of Directors. Please cast your vote for **no more than four (4) candidates**. Voting for more than four (4) candidates will invalidate your ballot.

- A) Write In: _____
- B) Write In; _____
- C) Write In: _____
- D) Write In: _____

Unit Owner Signature: _____ Date: _____





BIOGRAPHICAL INFORMATION
Pooks Hill Square Condominium
BOARD OF DIRECTORS
ANNUAL MEETING – May 21, 2025

CANDIDATE: _____
(Fill in the information you feel is pertinent)

Date: _____

Owner's Name: _____ Telephone No: _____

Education: _____

Business/Professional Information:

Member or Officer of: (Civic Association(s), Social, Fraternal)

Have you ever served on an HOA or Condominium Board or Committee? If so, which one(s)?

Additional/Special qualifications you can offer if elected to serve on the Pooks Hill Square Board of Directors:

What are your long-range goals for Pooks Hill Square if you are elected to the Board of Directors?

Signature of Nominee _____





**Pooks Hill Square
2025 Annual Meeting
7:00 pm
Wednesday, May 21, 2025**

AGENDA

- I. Call to Order – 7:00
- II. Roll Call (Proof of Quorum)
- III. Proof of Notice of Meeting
- IV. Call for Nominations from the Floor
- V. Introduction of Candidates
- VI. Appointment of Inspectors of Elections
- VII. Election of Directors
- VIII. Open Forum (comments/questions)
- IX. Adjournment





POOKS HILL CONDOMINIUM

ANNUAL MEETING

May 15, 2024

7:00 PM

Via Zoom Video/teleconference

Attendees:

BOD and DH Bader

Community members:

Quorum established or not

IF no Quorum –

Close Annual Meeting and Open a regular BOD meeting

Move to close ANNUAL AND OPEN REGULAR MEETING

2ndVote

Call to ORDER –

I. **Secretary's Report** – Alex Barrasso- Secretary

- Annual Meeting Minutes 2023-

Wave reading

Motion to wave reading

Move 2nd

Motion to approve Move 2nd

Open Forum – (at end if Voting for Offices is happening)

II. **Voting for Offices (If not voting, skip to III)**

The community votes on the BOD





BOD has to meet privately to discuss who will fill which role on the BOD in May.
At minimum the BOD should have a PRES, VP, Sec and Treas.

Currently:

Rudy Gersten is VP – term expires May 2025

Laurel Yatsko is chair– term expires May 2024

Alex Barrasso is Sec- term expires May 2025 (Alex is being transferred and will be leaving summer 2024)

Rick Chipkin and Julio Loayza are At-large – terms expire in 2024

III. Financial Report – Amada Rhodes

IV. Management Report – A. Rhodes

V. Committee Reports

LANDSCAPE Committee – Laurel Yatkos

- Rainscape Garden – installed
- Annual Plants at the corner of Linden and Pooks Hill and at the Entrance

Comments: BOD and Community

BOD, please stay on

Adjournment -

Motion to Adjourn

Move 2nd Vote

