

# BEVERLYWOOD WEST HOMEOWNERS ASSOCIATION

11260 Overland Ave., Culver City, CA 90230

Helen Seid, Co-President  
Emelie Gerard, Co-President  
Maria Stone, Director  
Karen Maggio, Director

Robert Mullens, Treasurer  
Richard Sharpe, Secretary  
Michael Gotz, Director

## OFFICIAL NOTICE OF ANNUAL MEMBERSHIP MEETING

Date: Tuesday, February 14, 2006  
Time: 7:30 p.m.  
Place: Party Room, Recreation Building

The purpose of this meeting is to elect one or more members of the Board of Directors for annual terms and to carry on such other business as may be deemed necessary. The following has been prepared to assist you in the election of your new Board of Directors. We hope we have anticipated most of your questions.

### WHY A BOARD OF DIRECTORS?

Our association is a corporation and as such we are required in our Bylaws to elect a Board of Directors. Our Bylaws, which form the rules by which we operate the Association, establishes the procedure for electing Directors. The Board of Directors is the governing body of the Association and is composed of seven Directors. The Association's members elect the Board. It is the Board's responsibility to supervise the properties of the Association, to approve budgets and generally make the decisions that strive for the betterment of the Association and the community.

### HOW DO I VOTE?

The voting is accomplished by secret written ballot procedures. This means the owner of record of each home will receive a ballot at the general meeting. If, as a record owner you cannot attend, you may delegate your voting rights to another member by "assigning them your proxy." Your proxy form will allow you to instruct your Proxyholder on your voting preferences. Proxies and other voting materials are included with this mailer. Proxy forms should be (a) returned to CLASSIC PROPERTY MANAGEMENT COMPANY, INC., or (b) faxed to 310.972.9988 or (c) given to your Proxyholder or any other homeowner for hand delivery to the meeting. Classic must receive all proxies by no later than 5:00 p.m., Monday, February 13, 2006 in order to be voted at the meeting.

### DO I HAVE TO VOTE?

Although it is not required that you vote, we strongly recommend that you exercise your right to vote. More importantly, a quorum is required to conduct the meeting. The presence at the meeting of a majority of the total voting power of the Association, in person or by proxy shall constitute a quorum for the transaction of business. Without a quorum of homeowners, the election cannot be held and a new date must be set in an effort to attain the quorum required to conduct business. In order to ensure a quorum, PLEASE SEND IN YOUR PROXY, even if you plan to attend the meeting.

### HOW MANY VOTES DOES EACH HOMEOWNER HAVE?

Members are entitled to one ballot for each Unit in which they hold ownership. You may vote for up to seven candidates to serve as Board members. You may give no more than one vote to any one candidate.

Classic Property Management Co., Inc.  
2235 Sepulveda Blvd., 2<sup>nd</sup> Fl., Torrance, CA 90501  
Phone: 310.972.9999 Fax: 310.972.9988

kathleen@cpm.to

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## CANDIDATES.

The candidates who have indicated they are seeking office have prepared a statement (enclosed). Also, at the meeting nominations will be taken from the floor for volunteers to serve on the Board. Each candidate will be given an opportunity to present a brief presentation on his/her qualifications.

## WHO ELECTS THE PRESIDENT, VICE-PRESIDENT AND OTHER OFFICERS?

The Board of Directors appoints the officers of the Association. Officers are usually appointed at the first Board of Directors meeting.

## HOW DO I BECOME A COMMITTEE MEMBER?

The Board appoints Committee members for terms of up to one year and may be renewed in their positions at the Board's discretion. Interested owners and residents may volunteer, submit their names, and provide relevant statements to the Board after the election at the annual meeting, and at other times upon the Board's request. The Board will review and appoint all prospective volunteers as soon as conveniently possible.

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