

BEVERLYWOOD WEST HOMEOWNERS ASSOCIATION

~ 11260 Overland Avenue ~ Culver City, CA 90230 ~

President – Helen Seid
Secretary – John Beard
Director – Roseanne Feild

Vice President – Michael Gotz

Vice President – Gerry Stern
Treasurer – Robert Mullens
Director – Robert Steinberg

Official Notice of Annual Membership Meeting

Date: Tuesday, February 13, 2007
Time: 7:30
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.

Please read this mailer carefully before you vote as there are technical changes from prior years' procedures made necessary by the California Davis-Sterling Common Interest Development Act. If you fail to follow the correct procedures, your ballot may not be able to be counted.

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, establish 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 to make the decisions that strive for betterment of the Association and the community.

SECRET BALLOT

California law now requires that all voting be done by secret ballot. To maintain secrecy, you must enclose your ballot in the two envelopes provided.

There are two ways to vote:

1.) Once you have decided which candidates to vote for, you may vote by mail (using the two envelopes provided) and return your ballot to Classic Management Company by Monday, February 12, 2007 prior to 5:00 p.m.

(or)

2.) You may bring your ballot to the election meeting (also enclosed in the two envelopes provided) and submit it at that time to the person designated to receive ballots:

ENVELOPES

You will notice that we have provided you with two envelopes. After you have voted your ballot, you must put it in the envelope identified as "BWW Secret Ballot".

Do not write anything on this envelope.

Classic Property Management Co., Inc.

~ 2235 Sepulveda Blvd, 2nd Floor Suite ~ Torrance, CA. 90501 ~

~ Ph: 310-972-9999 ext.19, Fax: 310-972-9988 Email: Kathleen@cpm.to ~

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Place the “BWW Secret Ballot” envelope inside the return envelope with the pre-printed return address. You must sign the return envelope on the signature line in the upper left-hand corner and make sure your address and unit number are correctly written on the return envelope. NOTE: If the return address portion of the envelope is not properly completed and signed, your vote will not count.

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 election. The ballot itself counts toward the quorum for both the election and to amend the bi-laws. This includes ballots submitted by proxy holders. Without a quorum of the members, the election cannot be held.

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.

CANDIDATES.

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. The appointment of the officers is usually 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 advise all prospective volunteers as soon as conveniently possible.

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ANNUAL MEETING OF MEMBERS Tuesday, February 13, 2007

Who May Serve As A Proxy. Previously, anyone could act as a proxyholder. Proxyholders are now limited to members. This is a change in the law. Owners can no longer designate a nonmember friend, relative or attorney to attend membership meetings. Members can only designate other members to attend in their place.
Civil Code 1363.03(d)(1)(A)

Signed Proxies. Proxy forms must be signed. The new election law broadens the definition of signatures to include “ the placing of the member’s name on the proxy (whether by manual signature, typewriting, telegraphic transmission, or otherwise by the member or authorized representative of the member. “ Civil Code 1363.03(d)(1)(B)

Being a member in good standing of Beverlywood West Homeowners Association, I/we (“Member”) hereby revoke all previous proxies signed by me/us, acknowledge receipt of the Notice of the Association’s Annual Meeting of Members, to be held on Tuesday, February 13, 2007 at 7:30 p.m. in the BEVERLYWOOD WEST PARTY ROOM, 11260 Overland Ave., Culver City, California 90230 and appoint:

NAME OF INDIVIDUAL (Proxyholder): _____
This person must be a member of the association.

THE PRESIDENT OR SECRETARY OF THE ASSOCIATION, AS DIRECTED BY THE BOARD OF DIRECTORS.

As my Proxy (“Proxyholder”).

This Proxy gives the Proxyholder the power to represent Member at the Annual Meeting for the election of Directors, or any adjournment of that Meeting in the manner set forth below. The undersigned also authorizes Proxyholder to substitute any other name to act hereunder. Any act of the Proxyholder taken pursuant to this Proxy shall have the same effect as if Member were present and so acting.

Proxy holder may vote as directed on any and all matters to be voted at the Annual Meeting. (See proxy instructions for any direction from the member creating this proxy).

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I/we understand that if I/we sign and date this proxy but fail to name a person as Proxyholder, this Proxy will be assigned to a designee of the current Board of Directors and that Designee shall act as my/our Proxyholder. I understand that this Proxy is good only for the February 13, 2007 meeting or adjourned meeting(s) thereof.

I understand that I may revoke this Proxy in one of the following ways:

- (1) by attending the meeting (or adjourned meeting thereof) and voting;
 - (2) by revoking this Proxy, in writing, and delivering such revocation to the Secretary of the Association; or
 - (3) by executing a new Proxy subsequent to this Proxy.
- With this Proxy, the Proxyholder may vote or utilize this Proxy with full right to vote on my (our) behalf upon the above issues, as submitted for a vote at said meeting.

PROXIES MUST BE BROUGHT TO THE MEETING SITE OR BE RECEIVED BY THE ASSOCIATION'S OFFICE BY NO LATER THAN 5:00 P.M ON MONDAY FEBRUARY 13, 2007 FOR PROPER RECORDING AND ACCREDITATION.

UNDATED PROXIES WILL NOT BE ACCEPTED.

My signature validates this proxy:

Member Signature

Print Name

Date: _____

Unit No. _____

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PROXY INSTRUCTIONS

THIS PROXY SHALL BE USED AS INDICATED BELOW.

- A. **TO ESTABLISH A QUORUM ONLY
NOT TO BE USED FOR ANY OTHER PURPOSE OR**
- B. **VOTE AS PROXYHOLDER DEEMS PROPER OR**
- C. **VOTE FOR ELECTION OF DIRECTORS AND OTHER ISSUES,
AS FOLLOWS**

This form is to be retained by the proxy holder. Do not put this form in the BWW Secret Ballot envelope or it may invalidate the ballot.

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Annual General Meeting TUESDAY FEBRUARY 13, 2007 7:30 pm

A G E N D A

1. Registration/ Distribution of ballots
2. Roll Call/Establish a quorum/Call to order
3. Proof of service/ Proxy distribution
4. Election of Member(s) of the Board of Directors
 - a. Nominations from the floor
 - b. Candidate presentations
 - c. Casting of ballots
 - d. Tallying of ballots
5. Vote on the Change to the By-Laws (allows two staggered year terms).
6. Announcement of Results of the Election
7. Collect Names of Volunteers for Board Appointed Committees
8. Adjournment of General Meeting
9. Call to Order of Board of Directors Meeting
10. Board Business:
 - a. Appoint Officers
 - b. Sign Bank Cards
 - c. Review Committee Volunteer List, Appoint Committee Members &/or Chairs
11. Adjournment of Board Meeting

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BEVERLYWOOD WEST HOMEOWNERS ASSOCIATION ELECTION OF DIRECTORS

SECRET BALLOT

ELECTION OF DIRECTORS

California law now requires that all directors be elected via secret ballot. You have one vote for each vacancy on the Board. There are 7 vacancies. Please cast one vote each for the seven (7) nominees whom you want elected to the Board. You may not cast more than seven (7) votes. Casting more than seven (7) votes will invalidate all of your votes. You may write the name(s) of the nominee(s) of your choice below and cast no more than one vote for each nominee.

	<u>Nominees</u>	<u>Number of Votes</u>
(1)	Bob Mullens	_____
(2)	Gerry Stern	_____
(3)	Robert Steinberg	_____
(4)		_____
(5)		_____
(6)		_____
(7)		_____

TAX RESOLUTION BALLOT

FOR _____

AGAINST _____

Be it resolved any amounts collected by or paid to the Association in excess of operating expenses of the year ending December 31, 2007 shall be set aside as reserves for future financial needs, as provided by the guidelines established by revenue rulings 70-604 and 75-371. Such amounts shall be deposited into insured interest-bearing accounts. Allocation of any amounts so added to reserves shall be allocated to the various components of reserves at the discretion of the Board of Directors.

VOTE ON CHANGE TO BY-LAWS (re: terms of office and election procedures)

FOR _____

AGAINST _____

Directors shall be elected at each annual meeting of members for alternating two years terms.
"Election Committee" now called "Inspectors of Election" per Davis Sterling.

ONCE CAST, THIS SECRET BALLOT CANNOT BE REVOKED; IT IS IRREVOCABLE

Please return your ballot according to the enclosed instructions. Please ensure that your name is on the outside of The return envelope, but not on this form. In order to be counted, this secret ballot must be received by the inspectors of election before the official counting process begins.

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BEVERLYWOOD WEST HOMEOWNER ASSOCIATION HOMOWNER QUESTIONNAIRE – 2007

WILL YOU SERVE ON A COMMITTEE?

(please)

There are many interesting projects at our community and much to be done (we are, after all over 35 years old).

ARCHITECTURAL- Create and maintain architectural guidelines.

CIO/SOCIAL – Promote social interaction

INSPECTORS OF ELECTION- Supervise annual election, seek candidates

LANDSCAPE- Replace irrigation and review maintenance contractors.

LEGAL REVIEW- review new legislation with eye toward updating CC&Rs and Bylaws.

MAINTENANCE- Roofs, irrigation, termites and tennis courts are priorities this year.

NEWSLETTER- Report on current developments/activities

NAME/ADDRESS CHANGE- Implement name/address change, if approved.

PARTY ROOM- Reservation

SECURITY/RULES/JUDICIAL-Maintenance of neighborly community.

TECHNOLOGY-Web site maintenance and development, can include cable TV.

Please indicate which Committee(s) on which you would like to serve (write “Chair” if willing).

Want a New Committee? Please specify.

What Other Amenities or Issues Do You Want the Board to Focus On?

Signature: _____

Print Name: _____

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