OXFORD ESTATES CONDOMINIUM ASSOCIATION

NOTICE OF 2017 ANNUAL MEETING OF MEMBERS

Dear Member:

Pursuant to the Condominium Documents, notice is hereby given for the Annual Meeting of members of the Association. This meeting is to be held on:

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Monday, October 23, 2017
At North Congregational Church
36520 West 12 Mile Road, Farmington Hills, MI 48331
Registration begins at 6:45 p.m.
The meeting will be called to order promptly at 7:00 p.m.

Please be advised that at the Annual Meeting of Members of the Association, the membership will vote to seat **TWO (2)** volunteer members to serve on the Board of Directors. Term of office will expire for Mariano Marks and, in addition, the Association will look to seat one additional volunteer to fill the seat that was vacated by Shirley Brown per her resignation on June 26, 2017. These seats will carry a term of two (2) years. Mariano has agreed to serve an additional term.

To place your name or the names of fellow members in nomination for a position on the Board of Directors, please fill out the enclosed ***Nomination Form***. Return this form to The Highlander Group, Inc. If you are nominating someone other than yourself, please be sure to obtain his/her approval to submit his/her name. Additional nominations will be accepted from the floor the night of the meeting.

In compliance with Article VIII, Section 1 (e) of the Association Condominium Bylaws, the enclosed **Designation of Voting Representative Form** must be completed and returned to this office prior to the Annual Meeting, as only one vote per unit will be accepted. This form must be submitted each year to cast your vote. **This form is not a Proxy;** rather, it is the designation of the person from your unit who will cast the ballot. A proxy has also been included in this communication.

No official business may be conducted in the absence of quorum. If you cannot attend the meeting, it is imperative that you submit your Proxy so that quorum is attained and your vote may be counted. You may assign your vote to another member of the Association in good standing who will be attending the meeting, or any board member. Please give your completed proxy to a board member, the Co-Owner to whom you have assigned your vote or return it to the Highlander Group, 3080 Orchard Lake Road, Suite J, Keego Harbor, MI, 48320. You may also fax it to (248) 682-2161, or email it to wweiss@highlandergroup.net. In previous years, Co-Owners have had to call their neighbors **from the meeting** asking for proxies in order to reach quorum which is very difficult and should be unnecessary. **It only takes a second to complete the proxy and forward it to the Highlander Group office.** If you would just take the time to complete the enclosed form and return it to the Highlander Group office now, as you are reading this notice, it would be greatly appreciated. Once again, **WE MUST REACH QUORUM TO CONDUCT OFFICIAL BUSINESS.**

Any member who is delinquent to the Association cannot vote at this Annual Meeting. Therefore, **all fees owed to the Association must be paid in full as of October 23, 2017 in order to cast a ballot.**

On behalf of the Board of Directors, we look forward to seeing you at the meeting.

Sincerely,

The Highlander Group, Inc.
On Behalf of Oxford Estates Condominium Association Board of Directors

Wendy Weiss
Community Association Manager

Enclosures

OXFORD ESTATES CONDOMINIUM ASSOCIATION

P R O X Y

I, the undersigned, being the individual voting representative of the co-owner(s) of Lot # _____

do hereby assign, constitute and appoint _____
(Print Name of your Proxy Holder)

by proxy to vote for me at the Annual Meeting of Members of the Oxford Estates Condominium Association to be held on the **23rd day of October, 2017** at 7:00 p.m., or at any adjournment thereof for the election of members to the board of directors and for the transaction of such other business as may properly come before said meeting. Any proxy or proxies heretofore given by the undersigned to any person(s) whatsoever are hereby revoked.

_____
Print Name

_____
Signature of Designated Voter Date

_____
Unit address

By virtue of signature above, the owner of the listed unit confirms that this person is the designated voter for the unit, and this signature will supercede any previous designated voter form on file with the Association for the purposes of this meeting.

You may submit your proxy to:

THE HIGHLANDER GROUP, INC.
3080 Orchard Lake Road, Ste. J, Keego Harbor, Michigan 48320
E-mail: wweiss@highlandergroup.net
Fax: (248) 682-2161

This proxy must be in the hands of your proxy holder by the start of the meeting on October 23, 2017.