

GREENLAW TOWNHOUSES UNIT TWO HOMEOWNERS ASSOCIATION

c/o HOAMCO
523 N. Beaver St.
Flagstaff, AZ 86001

NOTICE OF SPECIAL MEMBERSHIP MEETING – MEETING

Date: April 6, 2026, Time: Noon

Location: HOAMCO 523 N. Beaver St., Flagstaff, AZ 86001 and via Zoom

The Greenlaw Townhouses Unit Two Homeowners Association Board of Directors announces that a Special Meeting of the Members will be held on April 6, 2026, at Noon at the office of HOAMCO located at 523 N. Beaver St., Flagstaff, AZ 86001 and via Zoom. The purpose of this Special Meeting is to tabulate and announce the results of the membership vote regarding the proposed Special Assessment in the amount of \$8,804.33 to finance a roof replacement project. Enclosed is information on how to attend the meeting via Zoom. Also enclosed is an absentee ballot that provides each homeowner with an opportunity to vote to approve or disapprove of the proposed Special Assessment. This Special Assessment will be levied against each Lot equally in the amount of \$8,804.33, per Lot. If approved, the Board will provide additional information on due dates and payment options.

In order for the proposed Special Assessment to be passed, pursuant to Section Article VIII, Section (i) of the Declaration, as amended, a quorum of twenty-five percent (25%) of the Members must be present in-person or by absentee ballot at the Special Meeting. Moreover, pursuant to Section Article VIII, Section (h) of the Declaration, the Special Assessment must be approved by at least two-thirds (2/3) of the lots represented in person or by an absentee ballot at a duly noticed meeting. Please note that if the quorum requirement is not achieved during the Special Meeting, a subsequent Special Meeting may be called to conduct another vote for approval of the Special Assessment. The quorum requirement for such a subsequent Special Meeting will be the Members present in person or by absentee ballot.

VOTING INSTRUCTIONS

1. If you are unable to attend the special membership meeting, you may vote via the enclosed absentee ballot. Alternatively, you may attend and vote in person at HOAMCO's office at the meeting. Ballots will be provided at the meeting. Please note that these are the only two methods of voting. The Association is unable to provide a voting method for those that attend the meeting via Zoom. Therefore, please vote via absentee ballot or attend the meeting in-person and vote in-person.
2. Please vote by placing an X or ✓ on the line next to the statement that you choose. See enclosed ballot.
3. After marking your choice, you must print your name, sign and include your address in the spaces provided on the ballot.
4. Once your ballot is cast, you may not vote again. Proxies are not permitted.
5. Members may return absentee ballots via the following methods:

MAIL: Mail the absentee ballot to the Association at the HOAMCO address noted above.
EMAIL: Scan and e-mail the absentee ballot to the Association at mlashlee@hoamco.com.
HAND DELIVERY: Hand-deliver the absentee ballot to the Association at the HOAMCO address above or to a board member at any Association meeting.
6. Absentee ballots must be received no later than the time the special meeting is convened in order to be counted.
7. If you plan on attending the meeting, registration begins at 11:30 AM. The meeting will begin promptly at Noon.
8. Contact community manager Melanie Lashlee, at (928) 214-0901 with any questions.

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523 N. Beaver St.
Flagstaff, AZ 86001

ABSENTEE BALLOT
Special Membership Meeting

Date: April 6, 2026, **Time:** Noon **Location:** 523 N. Beaver St., Flagstaff, AZ 86001 and via Zoom

The purpose of the special meeting of the Members of the Greenlaw Townhouses Unit Two Homeowners Association is to consider and vote on whether to authorize the Association to levy a Special Assessment (in addition to the regular assessments) to finance a roof replacement project applicable to all Lots. Each Lot will be responsible for contributing towards the total Special Assessment equally.

Please choose one of the following:

- _____ Yes, I approve authorizing the Association to levy a Special Assessment against each Lot equally in the amount of \$8,804.33 per Lot in accordance with Article VIII, Section (h) of the Declaration.
- _____ No, I do not approve authorizing the Association to levy a Special Assessment against each Lot equally in the amount of \$8,804.33 per Lot in accordance with Article VIII, Section (h) of the Declaration.

By signing below, I purport that one of the following applies: (1) I am the sole owner of the lot; (2) I am authorized to sign this ballot on behalf of a trust or other entity that owns the lot; or (3) I am authorized to sign this ballot on behalf of one or more co-owners of the lot.

Date: _____

RECORD OWNER:

Owner's/Entity's Name(s) (Please Print)

Owner's Signature

PROPERTY ADDRESS:

Flagstaff, AZ 86004

Quorum and Approval Requirements: Pursuant to Article VIII, Section (i) of the Declaration, as amended, a quorum of twenty-five percent (25%) of the Members must be present in-person or by absentee ballot at the Special Meeting. Pursuant to Article VIII, Section (h) of the Declaration, the Special Assessment must be approved by at least two-thirds (2/3) of the lots represented in person or by absentee ballot at a duly noticed meeting. This ballot is valid only for the meeting and any adjournments and continuations of the meeting. It will expire automatically upon the completion of the meeting. It may not be used to authorize another person to cast your votes for you.

Return Instructions: This absentee ballot must be received no later than the time the special meeting is convened in order to be counted. See the enclosed voting instructions for how to return this absentee ballot.