

# DAVID FLOYD & ASSOCIATES, INC.

*A Property Management Company*

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## **OFFICIAL MEETING NOTICE**

**April 13, 2022**

**To: Donelson Downs Homeowners**  
**From: David Floyd & Associates, Inc.**  
**Re: 2022 Annual Homeowners Meeting**

**DATE: April 28, 2022   TIME: 6:30 PM   VENUE: Zoom Video Conference**

The 2022 Annual Homeowners Meeting will be held April 28, 2022, at 6:30 PM via Zoom Video Conference. The primary order of business will be to review the HOA's financial position, review various community matters, and discuss the proposed amendment to the CC&Rs. The proposed amendment to the CC&Rs can be viewed at [DonelsonDowns.com](http://DonelsonDowns.com).

**The Board of Directors has chosen to proceed with this year's election of Board members via absentee voting.** Two (2) positions on the Board (currently held by David Zanitsch & Mike Tetzl) are open for nomination. If you know of a homeowner who is qualified and willing to serve, you may nominate that individual by completing and returning the enclosed nomination form. You may also choose to nominate yourself. All nominations must be received by April 25, 2022. *(NOTE: Current Board members David Zanitsch & Mike Tetzl are willing to continue serving if re-elected).*

**The official election ballots will be distributed to all homeowners via email after the annual homeowners meeting.** Homeowners will have until May 13, 2022, to return their completed ballots. *Please submit only one (1) ballot per residence.*

If you would prefer to proxy another homeowner to vote for Board members on your behalf, you may do so by completing and returning the enclosed proxy form. *Please do not proxy another homeowner to vote on your behalf if you intend to submit an election ballot.*

If you have any questions, please email us at [DonelsonDownsHOA@gmail.com](mailto:DonelsonDownsHOA@gmail.com) or call 615-297-2824.

Kindest regards,

**David Floyd & Associates, Inc.**  
*Managing Agent for Donelson Downs HOA*

### **HOW TO JOIN THE MEETING:**

To join the meeting via video conference (from your computer, tablet, or smartphone), please visit the following link: <https://us02web.zoom.us/j/86380156799>. If you are asked for the Meeting ID, please enter 863 8015 6799.

To join the meeting via phone (audio only), please call 312-626-6799. When asked for the Meeting ID, enter 863 8015 6799 followed by the # key. When asked for your participant ID, press the # key to join the meeting.

***Donelson Downs Owners Association, Inc.***

**2022 Annual Homeowners Meeting Proxy Form**

I/We, being the owner(s) of the following address: \_\_\_\_\_  
appoint \_\_\_\_\_, *(the HOA Secretary will vote  
this proxy if this line is left blank)*, to be my/our proxy, to represent me/us at the 2022 Annual  
Homeowners Meeting on all matters and issues submitted to a vote at this meeting or, in the  
event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be  
resumed. This proxy shall remain in full force and effect until such time as it shall be revoked by  
me/us in writing.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\*\*Please return the completed proxy form via email to  
proxies@dfloydassoc.com (this can be done by taking a picture of  
the form with a cell phone, scanning the form, or completing the  
form digitally) or via fax to 615-297-9340.\*\*\***

*Donelson Downs Owners Association, Inc.*

**Nomination Form for the 2022 Election of Board Members**

I, (*your name*) \_\_\_\_\_,  
owner of (*your Donelson Downs address*) \_\_\_\_\_,  
nominate (*nominee's name*) \_\_\_\_\_,  
owner of (*nominee's Donelson Downs address*) \_\_\_\_\_,  
who expresses a willingness to serve on the Board of Directors.

NOTE: This form may be used to nominate a candidate for the 2022 Election of Board Members. You may also choose to nominate yourself. Only Donelson Downs homeowners are eligible to serve on the Board of Directors. **This form is not an election ballot.** The official election ballots will be distributed via email to all homeowners after the annual homeowners meeting.

Nominee's Email Address: \_\_\_\_\_

Nominee's Phone Number: \_\_\_\_\_

**\*\*\*Please return the completed nomination form via email to [DonelsonDownsHOA@gmail.com](mailto:DonelsonDownsHOA@gmail.com) (this can be done by taking a picture of the form with a cell phone, scanning the form, or completing the form digitally) or via fax to 615-297-9340.\*\*\***