

# DAVID FLOYD & ASSOCIATES, INC.

*A Property Management Company*

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## **OFFICIAL MEETING NOTICE**

**April 28, 2023**

**To: Donelson Downs Homeowners**  
**From: David Floyd & Associates, Inc.**  
**Re: 2023 Annual Homeowners Meeting**

**DATE: Wednesday, May 10, 2023    TIME: 7:00 PM    VENUE: Zoom Video Conference**

The 2023 Annual Homeowners Meeting will be held Wednesday, May 10, 2023 at 7:00 PM via Zoom Video Conference. The primary order of business will be to review the HOA's financial position and to elect one (1) Board member. All homeowners are encouraged to attend.

If you will be unable to attend the meeting, please complete and return the enclosed proxy form to appoint an individual of your choice to represent you at the meeting.

One (1) position on the Board, currently held by Meghan Lucido, is open for nomination (NOTE: Meghan Lucido is eligible for re-election). If you know of a homeowner who is qualified and willing to serve on the Board, you may nominate that individual by emailing [DonelsonDownsHOA@gmail.com](mailto:DonelsonDownsHOA@gmail.com). Please submit any nominations by March 9, 2023.

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/3811843564>. If you are asked for the Meeting ID, please enter 381 184 3564.

To join the meeting via phone (audio only), please call 312-626-6799. When asked for the Meeting ID, enter 381 184 3564 followed by the # key. When asked for your participant ID, press the # key to join the meeting.

*Donelson Downs Owners Association, Inc.*

**2023 Annual Homeowners Meeting Proxy Form**

I/We, \_\_\_\_\_, being the owner(s) of the property at following address: \_\_\_\_\_, appoint \_\_\_\_\_, to be my/our proxy, to represent me/us at the 2023 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.

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return the completed proxy form via email to proxies@dfloydassoc.com with the subject line “Donelson Downs Proxy” (this can be done by taking a picture of the form with a cell phone, scanning the form, or completing the form digitally).**