

DAVID FLOYD & ASSOCIATES, INC.

A Property Management Company

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OFFICIAL NOTICE & PROXY FORM

November 20, 2020

To: Sunset Park Homeowners
From: David Floyd & Associates, Inc.
Re: 2020 Annual Homeowners Meeting

DATE: December 1, 2020 TIME: 7:00 PM

PLACE: Held Virtually via GoToMeeting Video Conference

The Sunset Park Annual Homeowners Meeting will be held on December 1, 2020 at 7:00 PM via GoToMeeting Video Conference. The primary order of business will be to review the HOA's financial position, review accomplishments made in 2020, discuss future goals, and (if a quorum is present) vote to elect Board Members. All homeowners are encouraged to attend.

There will be NO increase in the HOA Fees in 2021. If you've not already done so, please be sure to visit the Sunset Park HOA website and register for full-access. The website address is <http://www.sunsetparkhoa.com>.

If you will be unable to attend this meeting, you may complete the attached proxy form to appoint an individual of your choice (Board Member, Neighbor, or Secretary of the HOA) to vote for Board members on your behalf (if a quorum is present). The completed proxy form may be returned by emailing it to SunsetParkHOA5@gmail.com, faxing it to (615) 297-9340, or by mailing it to David Floyd & Associates, Inc. at 104 East Park Dr. Suite 320, Brentwood, TN 37027.

HOW TO JOIN THE MEETING:

If you plan to join the meeting via video chat on a smartphone or tablet, the free GoToMeeting app will need to be installed. Once you open the app for the first time, you will need to enter your name and turn the sound and video to ON by clicking on the microphone and video icons.

To join the meeting via video conference (from your computer, tablet, or smartphone), please visit the following link: <https://www.gotomeet.me/dfloydassoc/sunset-park-annual-homeowners-meeting>

If you are asked for a Meeting ID, please enter **978-828-909**.

To join the meeting via phone (audio only), please call (872) 240-3412.
When prompted, please enter Access Code **978-828-909** followed by the # key.
When asked for your Audio PIN, please hit the # key to join the call.

Please keep your microphone muted unless speaking to prevent background noise interference. The microphone can be muted/unmuted by tapping on the microphone icon. Please wait until the floor is opened before asking any questions. All questions asked during the meeting should be relevant to the entire homeownership. When the floor is opened for questions, please raise your hand and wait until called upon to speak. Questions may also be asked via the GoToMeeting chat feature or by emailing them to SunsetParkHOA5@gmail.com during the meeting.

If a quorum is present, homeowners will be asked to vote to elect Board members by sending an email to SunsetParkHOA5@gmail.com at the conclusion of the meeting. The subject line should be your Sunset Park address (i.e. 1600 Sunset Park Dr.). The body of the email should have the name of the homeowner running for the Board in which you would like to cast your vote for. Your name should then be typed at the bottom of the email. Only one (1) vote may be cast per residence. Voting will be open for one (1) hour following the conclusion of the meeting. *If you are casting a vote as a proxy for another homeowner, please submit that vote in a separate email.*

If you have any questions, please email SunsetParkHOA5@gmail.com.

Kindest Regards,

David Floyd

David Floyd & Associates, Inc.
Managing Agent for Sunset Park

Sunset Park – 2020 Annual Homeowners Meeting Proxy Form

I/We, being the owner(s) of the following address: _____
appoint _____, or their assigns, to be my/our proxy, to represent
me/us at the 2020 Annual Homeowners Meeting on all matters and issues submitted to 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.

Signed: _____ Date: _____

Address: _____