

NOTICE OF ANNUAL MEETING OF

WHITE BIRCH CIRCLE HOA, INC.

Notice is hereby given of the annual meeting of the White Birch Circle Homeowners Association, Inc. which will be held at 7:00 p.m., Thursday, November 10, 2022 at the Woodlands Country Club, 100 Norse Way, Columbia, SC 29229. All homeowners attending will have one vote per household. If you are not able to attend, homeowners may appoint a proxy to vote in their stead by completing the Appointment by Proxy form below. Before the meeting convenes, return the form to the 300 Birch Circle mailbox located at the spa entrance designating any board member of the Association or give it to a neighbor who you would like to have represent you at the meeting.

Note: There will not be a 'Virtual' meeting due to lack of interest and facilities required for same.

If you plan to attend the meeting, please bring along your copies of the enclosed documents as there will be limited handouts available at the meeting.

- Enclosures:
- 2022 Annual Meeting Notice and Proxy Information
 - Open Letter to WBC Residents regarding Assessment change recommendation
 - 2022 Annual Meeting Agenda
 - 2021 Annual Meeting Minutes
 - 2023 Proposed Budget
 - 2022 Facilities Administrator Report
 - Welcoming/Social Committee Questionnaire

Per our ByLaws (Article IX – Assessments), Assessments shall be paid quarterly. However, here are several residents who elect to pay their assessment annually. Paying the assessment annually significantly minimizes the requirements on the Treasurer by eliminating the need to send out quarterly mailings, track payments and potential late fees and the costs of the postage associated with multiple mailings. **Therefore, it is proposed to change to collecting assessments on an annual basis.** To provide residents time to plan for this change, it is proposed that the assessments for 2023 be collected as follows:

- | | |
|-----------------------------------|---|
| January 1, 2023 | Quarterly Assessment Due (Pay 1/4 of Annual Assessment) |
| April 1, 2023 | Quarterly Assessment Due (Pay 1/4 of Annual Assessment) |
| July 1, 2023 | Annual Assessment Due (Pay Full Assessment for 12 Months) |
| July 1, 2024 and subsequent years | Annual Assessment Due |

Please note the enclosed letter regarding this recommendation.

WHITE BIRCH CIRCLE HOMEOWNERS' ASSOCIATION, INC.

APPOINTMENT BY PROXY

The undersigned member of the White Birch Circle Homeowners Association, Inc. hereby constitutes and appoints Board Member _____ or any member of the Association you would like to designate, proxy with full power of substitution to act and vote on behalf of the undersigned at the Annual Homeowners Meeting at 7:00 p.m., Thursday, November 10, 2022 at the Woodlands Country Club, 100 Norse Way, Columbia, SC 29229 and at any adjournment or adjournments thereof, as fully as the undersigned would be entitled to act and vote if personally present. Any appointment by proxy heretofore made by the undersigned for such meeting is hereby revoked.

Signature _____ Date _____ 2022

Printed Name _____

Address _____