



Middlesex Beach Association
Community Meeting

April 4, 2021

Dear Neighbors:

To our regret, we find we are unable to meet in person again for this year's Annual Spring Meeting on May 1, 2021. Our Annual Meeting will again be held by Conference Call.

Our most important reason to meet in the Spring (other than visiting with one another) is to vote on the annual Assessment which supports the Middlesex Beach Association operating budget and funds our Beach and Capital Reserves.

Because we are not able to meet as a group, our annual Assessment vote will be by written Proxy/Ballot. This is enclosed along with a return envelope to Community Associate Services, Inc. (CAS).

You can choose to cast your vote yourself on this Proxy/Ballot, or you can opt to have the Board cast your vote as your proxy. If you choose this method, please leave the top portion blank; sign and date on the bottom. Place your Proxy/Ballot in the supplied envelope and return to CAS. If you prefer, your signed Proxy Ballot may be scanned and emailed to Hope Wagner at Hope.Wagner@casinc.biz.

**It is important that your Proxy/Ballot is received by CAS no later than
Monday, April 26, 2021.**

If you do not wish to cast your vote in writing to the CAS office, we will take a verbal vote at the meeting for those who have not voted by submitting a Proxy/Ballot. Because of the time-consuming nature of doing this electronically or by phone we are asking that you cast your vote in writing and do so as early as possible. The Proxy/Ballots will be compiled and counted by CAS staff for the results to be announced at the meeting on May 1.

In preparation for the meeting using conference calling or other electronic format, please consider these rules of etiquette:

1. Be on time. Our meeting will begin on time; and late arrivals can be disruptive.
2. Announce yourself.
3. Don't eat or drink anything while on the call.
4. Mute yourself. It might not seem like it, but there's a lot of background noise even in the quietest of rooms. There may also be feedback you can't hear, but everyone else can. Unless you're speaking, keep your phone on mute.
5. Take notes if necessary.
6. Have a list of input/questions ready. If you already know you have questions or input, jot them down beforehand.

Margie Cyr
President, Middlesex Beach Association