

Nowland Estates Subdivision Homeowners Association, Inc.

P.O. Box 871764, Canton, MI 48187

April 10, 2025

Dear Homeowner,

This letter is directed to all homeowners in our subdivision. The purpose of this communication is to inform you that the Sheldon pump station needs a new pump and electrical panel, and the related Special Assessment process needed for paying the costs of these repairs.

Why is this being proposed?

The Sheldon pump has failed and needs to be replaced. The electrical panel is over 30 years old and needs to be replaced, also. The quote for these items is \$25,435. This would be a severe strain on our annual budget. If this Special Assessment is not passed and payments made there are many services that will need to be suspended.

How will the maintenance and repairs be funded?

The subdivision's homeowner association can only get funding from the members of the association (the residents). According to the bylaws the board can ask for a Special Assessment to cover additional maintenance activities when needed. The board would like to ask for funds to pay for pump station repairs in the amount of \$21,500. Dividing this amount over the 86 homes in the subdivision amounts to \$250 per homeowner. The board will bill the homeowners immediately if the measure passes.

Why is the board asking for this Special Assessment again?

The board attempted to have the members of the subdivision vote on this subject on February 25, 2025. In that meeting the number of members present in person or by proxy did not meet the bylaw's quorum requirement. The required quorum was at least 60% of the 86 homeowners, which was 52. We only had 40; so, the vote could not happen. Per the bylaws, the board needed to wait 60 days before having another meeting on this subject. So, in summary, this is the same Special Assessment requested in February.

Special Assessment Requirements for this second meeting:

Per our subdivision's Declaration of Covenants and Restrictions, Article V, Sections 4, special assessments need to be approved by our residents via a meeting where the required quorum is in attendance. If a quorum is not met at that first meeting, then a second meeting can be held no less than 60 days after the first meeting. In this second meeting the required quorum is half of the required in the first meeting, or 26 homeowners. If a quorum is met; then, two-thirds of the votes of the homeowners, present in person or by proxy, need to be "yes" votes for the special assessment to pass.

Next Steps and Process:

- At least one homeowner from each residence of the association must attend the Special Assessment Meeting that is scheduled for April 30, 2025, at 7pm in the Canton Administration Building, Meeting Room A, 1150 S. Canton Center Road, Canton, MI 48188.
- If you cannot attend the meeting on that date and time, you must complete the enclosed proxy. The proxy can either be mailed to the HOA address (below), or it can be sent as an email attachment to nowlandboard@aol.com. The Board needs to receive each proxy prior to our meeting. The proxy can also be given to a neighbor or a Board member to bring to the meeting. It is very important that you complete and return the proxy because that will help achieve the required quorum for a vote.

If you have any questions, please email the board at nowlandboard@aol.com.

Sincerely,
Board of Directors

Nowland Estates Subdivision Homeowners Association, Inc.
P.O. Box 871764
Canton, MI 48187

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PROXY FORM
Special Assessment Meeting
April 30, 2025, 7pm

One homeowner per lot may vote on Association business. Any homeowner wishing to vote by proxy (authorizing someone else to vote in your place) must complete this form, or other transmission, electronic or otherwise. This form or other transmission may be given to either a neighbor who will attend, to any current Board Member who will attend, or to any other competent person who will attend, prior to the **April 30, 2025**, Special Assessment Meeting of the Association. Any forms mailed to the Association's P.O. Box or sent via email must be received prior to this meeting. Proxy forms received after the meeting will not be accepted. A photocopy, facsimile copy, scanned and email copy, or other reliable reproduction of the signed Proxy Form or transmission may be substituted or used in lieu of the original writing or transmission for any purpose for which the original writing or transmission could be used.

Your (Homeowner) Name:

Your Address (One vote per address/home):

The individual or person you want to act as your Proxy (Agent) to vote in your place:

The manner in which you want your Proxy (Agent) to vote:

Regarding the Nowland Estates Subdivision Homeowners Association Special Assessment of \$250 to fund a new pump and panel at the Sheldon pump station.

Check only **ONE** of the following: ☐ I vote "yes" ☐ I vote "no"

Your Signature:

Signature

Date