

**2021 ANNUAL MEETING SUMMARY  
THE EAST BLUFF HOMEOWNERS' ASSOCIATION, INC.**

The 2021 Annual meeting of the East Bluff Homeowner's association was not held in person due to the global COVID-19 pandemic, where local emergency orders prohibited large indoor meetings. This is the summary of actions that were taken in lieu of the 2021 annual meeting.

The East Bluff Board quickly moved to having meetings via the Zoom application, with two special meetings on 3/25/2020 and 3/30/2020 on how to continue to function as a board and an association during the pandemic, and continued to meet via Zoom monthly.

An internal notice was sent out to the other board members on November 23, 2020 titled "Proposed Method of Postponing the Required Annual Meeting" which looked at the current bylaws, in response to multiple state-wide Emergency Orders, which were sent out and extended that prohibited large indoor gatherings.

In December, the ANNUAL MEETING NOTICE was sent to homeowners stating that the East Bluff Homeowners' Board was recommending not holding the annual meeting until Fall 2022, when the annual meeting was could be held. The notice included:

- Voting for the two open positions: (1) 1 year term (2019 – 2020) and (1) 2 year term (2019 – 2021)
- No recommendation for a fee increase, with a note that stated "*costs for all materials and labor do continue increasing which is necessary to maintain our ever aging buildings and address some major unexpected expenses.*"

On December 21, 2020, the Board sent out the notice: VOTE TO CHANGE BYLAWS FOR ANNUAL MEETING OF THE EAST BLUFF HOMEOWNERS' ASSOCIATION, INC., dated December 13, 2020

Important quotes:

- *It is important to note that whether the meeting is held virtually, postponed, or entirely by proxy, the new budget begins April 1, 2021 (04/01/2021). The board will prepare and implement the budget for the new year. If any fee increases are recommended, and the meeting is postponed until fall, we will have a proxy vote on the fees.*
- *In order to make any changes in the scheduling of the annual meeting which is required by the Bylaws and Enabling Declarations, we first need to change the current bylaws. Additional sentences were proposed under Article 3, Section 3: "**Under special circumstances, such as states of emergencies, natural disasters, or pandemics, or where local, state, or federal laws do not permit the mass gatherings of people, the annual***

***meeting may be postponed, held virtually, or by proxy vote on time critical items until such time when mass gatherings are once again reasonable and permitted.”***

- A proxy vote was sent in the same notice, with the restrictions: *“Only owners of record at the close of business on the 1st day of December, 2020, will be entitled to vote. If you are unable to vote, please give the proxy below to a board member or homeowner that you trust to represent your interests. Return the proxy vote authorization slip to the office at 309 East Bluff as soon as you can. Please return your proxy vote to the East Bluff office at 309 East Bluff or to a board member no later than January 15, 2021 (1/15/2021).”* In reality we needed to have votes in by the early part of February in order to finish annual meeting prep in time.

The December 2020 newsletter also detailed information about the Annual meeting:

- Annual meeting update, which in part read: *...we are pursuing alternate options including voting by proxy. This will likely include the usual meeting packet delivered to each homeowner including the budget and voting for board vacancies. You will then be asked to vote by proxy.”*
- Vote by Proxy, which in part read: *“In the era of Covid, we need to look at alternatives to in person meetings to include proxy votes and virtual meetings (Zoom). In order to have anything other than the in-person meeting, the bylaws must be modified. Modifying the bylaws requires a vote by all homeowners. We will be sending out a notice for homeowners to vote on this change by proxy. Please return this slip to the office as soon as possible so we can move forward with plans for our annual meeting.”*

By February 6th, the Board received 44 votes in favor of amending the by-laws, which enabled us to conduct the annual meeting virtually. This information was also added to the February newsletter:

- Bylaw Change & No Annual Meeting: *“We’ve received enough votes to change the Bylaws...”* with a copy of the updated wording from the earlier notice.

A notice, “ANNUAL MEETING NOTICE” went out in late February, which stated in part: *“The purpose of this mailing is to notify homeowners of the items normally discussed at the annual meeting. A decision will be made later in the year on whether to reschedule this year’s meeting.”*

*Topics included:*

- 2020 MEETING MINUTES were posted to website
- BOARD MEMBERS *have agreed to continue in their positions until a meeting can be held. Regular elections will take place at that time.*
- 2021-2022 BUDGET: *“The board has prepared the operating budget for the new fiscal year beginning April 1, 2021. ... The attached budget includes:*

- *Additions to the reserve funds for parking lots, roofs, water main repairs, electrical panel replacements and the required reserve funds.*
- *Fence replacement (4-year plan)*
- *Lawn repair including erosion repair*
- *Parking lot crack sealing and striping*
- *Complete security camera installation*
- MONTHLY FEES: to include a 3% fee increase to cover the increase in expenses and planned projects:
- HAZARD INSURANCE: continue Schwarz Insurance, with a slight cost increase

Fee only increased by 3% so there was no additional vote needed for 2021 Annual meeting.