

**Date: September 23, 2021**

**Subject: IMPORTANT NOTICE for Canterwood Division 12 STEP Homeowners**

**Greetings:**

We hope that you are well and making the best of these challenging times. The purpose of this message is to provide information about our annual meeting.

**SAVE THE DATE: STEP HOA Virtual Annual Meeting.** Due to current restrictions on in-person gatherings, we are again conducting the Division 12 STEP Association Annual Meeting via ZOOM video conference at **5:00 pm on Thursday, November 4**. Board member elections, budget ratification, and 2020 Annual Meeting Minutes approval will be completed via mail-in ballot that will be sent to you before the November 4 ZOOM meeting. You need to submit your ballot on or before November 11<sup>th</sup> at 5:00 PM.

**Watch your mailbox...** for a packet of printed material that will include the draft Minutes of the 2020 Annual Meeting, proposed 2022 Budget with Allocation, Reserve Fund Summary, ballot, 2021 recap, 2022 priorities and detailed instructions on how to access the 2021 virtual annual meeting.

We hope you'll plan to join us from the safety and comfort of your home for the 2021 Virtual Annual Meeting and please be sure to send in your ballot.

Lynn Singleton, President  
Canterwood Division 12 STEP Association