



**NOTICE OF THE 2018 ANNUAL MEETING  
OF THE RUBY FOREST HOMEOWNERS' ASSOCIATION, INC.**

The Annual Meeting of the Ruby Forest Homeowners' Association, Inc. (the "Meeting") will take place on **Saturday, May 12, 2018 at 2:00 p.m.** at the Clubhouse. The Agenda for the Meeting will include:

- President's Report
- Secretary's Report
- Treasurer's Report
- Covenants' Report
- Membership Report
- Open forum for questions/comments by homeowners
- Election of new Board of Directors (voting will take place between 12 – 2 p.m.)

If you will not be able to attend the Meeting, please appoint a proxy to appear on your behalf by executing and providing the attached Proxy Form (see attached for instructions). The proxy will be used to establish a quorum for the Meeting. If you submit a Proxy Form but later find that you will be able to attend the Meeting, the proxy can be rescinded. Please note that if you are attending the Meeting by proxy, the completed Proxy Form must be presented at the Meeting by your appointed designee who will then cast your vote as set forth below.

The election of the 2018-19 Board of Directors will take place on **Saturday, May 12, 2018**. Your vote may be cast either by you or by your proxy between **12:00 - 2:00 p.m.** at the clubhouse. Or, if you prefer, you may also cast your vote by Absentee Ballot. To obtain an Absentee Ballot, please email the [board@rubyforest.net](mailto:board@rubyforest.net) and an Absentee Ballot will be provided to you after April 15, 2018. Absentee ballots must be delivered by mail to P.O. Box 367, Suwanee, Georgia 30024, Attn: Membership, and must be received by **5:00 p.m. on Friday, April 27, 2018**.

The Board of Directors consists of seven (7) persons that are elected to serve a one year term. To qualify as a candidate, you must be the owner of a property in Ruby Forest, current on HOA dues, a member in good standing, be able to attend monthly HOA meetings, and be committed to serving the Ruby Forest community. If you would like to place your name on the ballot, please submit your name, address, phone number, and email address to [board@rubyforest.net](mailto:board@rubyforest.net) or you may submit your information by mail to P.O. Box 367, Suwanee, Georgia 30024. Names for the printed ballot must be received by the Board no later than 5:00 p.m. on **Friday, April 27, 2018**, so that the Absentee Ballot can be prepared.

We look forward to seeing you at the Annual HOA Meeting on **Saturday, May 12, 2018!**

Sincerely,  
*Rosa Trapani-Brown*  
Ruby Forest HOA President

**DIRECTIONS FOR APPEARING BY PROXY**

The 2018 Annual Meeting of the Ruby Forest Homeowners' Association, Inc. (the "Meeting") will take place at **2 p.m.** at the Clubhouse on **Saturday, May 12, 2018**. Voting for the election of the Board of Directors will take place during the Meeting between **12-2 p.m.**

If you will not be able to attend the Meeting in person, please appoint a proxy to appear at the Meeting on your behalf to establish a quorum. Your proxy will also be able to cast your vote in the election of the Board of Directors.

In order to appoint a proxy to appear and vote on your behalf, please complete the form below. Your proxy can be either a Ruby Forest HOA member that intends to attend the Meeting or a current HOA Board member.

Please note that if you submit a proxy and then later find that you are able to attend the Meeting, the proxy can be rescinded at the Meeting.

If you are appointing another Ruby Forest HOA member to appear on your behalf, please provide the original, completed Proxy Form to the member for them to deliver to the Meeting on **May 12, 2018**. If you are appointing a current Board member to appear on your behalf, please email the completed Proxy Form to [board@rubyforest.net](mailto:board@rubyforest.net) or deliver the original to your designated Board member for delivery to the Meeting.

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**PROXY**

**Name of Homeowner/HOA Member:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**I am the Homeowner named above and I hereby appoint and designate the following person:** \_\_\_\_\_

*(designated Ruby Forest HOA Member or Board member)*

**as my proxy to appear on my behalf at the Annual Meeting of the Ruby Forest Homeowners' Association, Inc. to be held on Saturday, May 12, 2018 at 2 p.m. at the Clubhouse and to cast my vote in the election for the Board of Directors.**

**Signed:** \_\_\_\_\_  
Signature of Homeowner

**Date:** \_\_\_\_\_

**If the person you have appointed as your proxy is a Ruby Forest HOA member rather than a current HOA Board member, please provide their address below:**

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*(address of your proxy)*

*If you have any questions regarding this Proxy Form,  
please contact the Board of Directors at [board@rubyforest.net](mailto:board@rubyforest.net).*