

LAKEFORD COMMUNITY ASSOCIATION
C/O GHA COMMUNITY MANAGEMENT
3020 HAMAKER COURT, SUITE 300
FAIRFAX, VIRGINIA 22031

April 12, 2011

Dear Lakeford Homeowners:

The Annual Meeting of the Lakeford Community Association has been scheduled for Monday, May 9, 2011 at the Pine Spring Elementary School Library, located at 7607 Willow Lane, Falls Church, VA 22042 at 7:30 PM. Registration will begin at 7:00 P.M.

Notice of the **Annual Meeting** is hereby given pursuant to Article III, Section 3.05 of the By-Laws of the Lakeford Community Association. The purpose of the meeting is to elect members to the Board of Directors, and to transact such other business as may properly come before the meeting. Enclosed please find a meeting agenda, nominating form, proxy and homeowner information form.

A quorum of (25%) of the eligible homeowners of the community is necessary for the meeting to be held. If you are unable to attend the meeting, please complete the attached Proxy, following all proxy instructions and either give it to a neighbor who is planning to attend the meeting, or mail it to the Board of Directors in care of GHA Community Management.

The current members of the Board of Directors are as follows:

Craig Day	President
Bruce Easmunt	Vice President
Chris Miller	Secretary
Elizabeth Olander	Treasurer
Jon Otilie	Member at Large

Two directors will be voted onto the Board at the Annual Meeting. The director positions for Elizabeth Olander and Jon Otilie are up for re-election. If you wish to be nominated or have someone that you wish to nominate, you may do so at the meeting, or return the enclosed **Nomination Form** in care of GHA Community Management, no later than **April 29, 2010**.

Also, please complete and return the enclosed Homeowner Information Form so that the Association files can be updated. The information is for Association business and for notification of owners/tenants in an emergency. This form should be returned even if you are planning to attend the meeting. Should you have any questions, regarding the Annual Meeting or the enclosed documents, please contact me or my assistant, Michelle Grayson at 703-752-8300 or you can email me at smorrison@ghacm.com.

Sincerely,

Samuel J. Morrison
Senior Portfolio Manager
GHA Community Management

Enclosures

LAKEFORD COMMUNITY ASSOCIATION
Annual Meeting
May 9, 2011

May 9, 2011

7:00 P.M. – Registration

7:30 P.M. – Call to Order

Pine Spring Elementary School, 7607 Willow Lane, Falls Church, VA 22042

AGENDA

- (a) Roll Call
- (b) Proof of Notice of Meeting
- (c) Reading of minutes of preceding meeting
- (d) Election or appointment of inspectors of election (when so required)
- (e) Election of members of the Board of Directors (when so required)
- (f) Reports of Officers of Board of Directors
- (g) Report of Management Agent
- (h) Reports of Committees
- (i) Unfinished Business
- (j) New Business
- (k) Adjournment

**LAKEFORD COMMUNITY ASSOCIATION
NOMINATING PETITION
BOARD OF DIRECTORS ELECTION
May 9, 2011**

I desire to be placed in nomination for a position on the Board of Directors of the Circle Woods Homeowners Association. Please submit my petition to the Nominating Committee for the election to be held at the 2011 Annual Meeting.

PLEASE PRINT OF TYPE ALL INFORMATION

NOMINEE:

(NAME)

(ADDRESS)

(HOME/BUSINESS TELEPHONE)

QUALIFICATION: (Pertinent Biographical Information)

**PLEASE FORWARD COMPLETED NOMINATION PETITION PRIOR
TO April 29, 2011:**

The Secretary
Lakeford Community Association
C/O GHA Community Management
3020 Hamaker Court, Suite 300
Fairfax, Virginia 22031

LAKEFORD COMMUNITY ASSOCIATION PERPETUITY PROXY FORM

This form must be completed and returned to GHA Community Management at or before the beginning of the meeting (7:30 P.M.) on **May 9, 2011**, if you are unable to attend in person. You may assign your proxy to whom ever you wish, a neighbor that will attend the meeting, the Board of Directors or assign your proxy for quorum purposes only. If you wish to file your proxy form by mail, send it to the following address so as to be received by **May 6, 2011**.

**Lakeford Community Association
C/O GHA Community Management
3020 Hamaker Court, suite 300
Fairfax, Virginia 22031**

IF A LOT IS OWNED BY MORE THAN ONE PERSON, THIS FORM MUST BE SIGNED BY ALL SUCH PERSONS, OR THEIR DULY AUTHORIZED ATTORNEY-IN-FACT, FOR THIS TO BE A VALID PROXY. PLEASE COMPLETE ALL BLANKS BELOW.

(I) (We) _____ and _____
(Print Name) (Print Name)

being a member in good standing of the Lakeford Community Association do hereby grant (my) (our) proxy to _____ (Name of Proxy Holder), to vote on (my) (our) behalf, as he or she sees fit, on all matters coming before the Annual Meeting of the Members. **If you do not designate a proxy holder or the proxy holder is no longer a member of the Association, your proxy will be for the establishment of quorum only.**

ADDRESS: _____

Signature of Owner

Signature of Owner

Print Name

Print Name

Mailing Address

Mailing Address

Signature of Witness

Signature of Witness

Name of Witness

Name of Witness

ALL PROXIES ARE VALID FOR PERPETUITY AND SHALL ONLY TERMINATE UPON CONVEYANCE OF THE PROPERTY TO ANOTHER OWNER OR BY WRITTEN NOTIFICATION FROM THE OWNER AS SHOWN ON THE ABOVE PROXY, REQUESTING THAT THIS PROXY BE MADE NULL AND VOID.

LAKEFORD COMMUNITY ASSOCIATION INFORMATION SHEET

Please complete and return to GHA Community Management so that we may update the Association's records. This information is for Association business and for notification of owners/tenants in an emergency – NOT for publication.

Name(s) _____

Address _____

Mailing Address (If other than a Lakeford Community Address)

Home telephone _____ Business _____

E-Mail _____

Tenant Information (If applicable)*

Name(s) _____

Home telephone _____ Business _____

Mail to: Lakeford Community Association
 C/O GHA Community Management
 3020 Hamaker Court
 Fairfax, Virginia 22031

*Please attach copy of the current lease.