

SENECA PARK HOMEOWNERS ASSOCIATION

c/o Vanguard Management Associates, Inc.
P.O. Box 39 • Germantown, Maryland 20875-0039
(301) 540-8600 • <https://portal.vanguardmgt.com>

August 29, 2025

ANNUAL MEETING

Dear Seneca Park Homeowner,

Enclosed please find the "**Official**" **Notice of Annual Meeting** for the Seneca Park Homeowners Association. This meeting is scheduled to be held at **7:00 p.m.** on **Wednesday, September 24, 2025**. The primary business of the meeting shall be the election of three (3) Directors. Two (2) Directors for terms of three (3) years each and one (1) Director for a term of two (2) years to fill a currently vacant position.

The Board and Management have arranged for this meeting to be conducted electronically. All homeowners are welcome to dial in to participate/listen to the meeting as directed below:

Dial-in Number: 301-715-8592
Meeting ID: 856 0999 6045
Passcode: 080897
Zoom Link: <https://tinyurl.com/zue4k59m>

The quorum required in the By-Laws for the Association is ten percent (10%) of the members. The annual meeting, if a quorum is achieved, will be followed by a regular Board of Directors business meeting.

Previously, a candidate questionnaire was mailed to all Seneca Park homeowners for those members having an interest in serving on the Board to complete and return. No candidate questionnaires have been received. Pursuant to the By Laws for the Association, anyone interested in running for the Board may enter his/her name in the write-in section of the enclosed Proxy/Ballot and return it to the Association by the deadline listed at the bottom of the form.

IMPORTANT: Since this meeting is being held electronically, there is currently no effective mechanism to conduct "in-person" voting during the meeting. **Therefore, even if you intend to participate in the virtual meeting, you are encouraged to complete and return the enclosed Proxy/Ballot form to allow us to register your participation.** If you cannot participate "in-person" by calling in, it is still very important that you take the time to complete and return the Proxy/Ballot form to help achieve a quorum to allow the business of the Association to be conducted. **Please return the Proxy ASAP!!!**

In closing, please note that should a quorum not be achieved at this meeting, Section 5-206 of the Corporations and Associations Article of the Annotated Code of Maryland will be invoked. Simply stated, this means that a subsequent meeting will be held at 7:00 p.m. on Wednesday, December 3, 2025, at which those members present in person or by proxy will constitute a quorum for the purpose of electing Directors.

Thank you for your time, attention, and interest in Seneca Park Homeowners Association, **YOUR** community!

Sincerely,
Seneca Park Homeowners Association

Maria Nicholas

Maria Nicholas
Community Manager
(301) 540-8600, ext. 3312
info@vanguardmgt.com

Enclosure



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2025 ANNUAL MEETING AGENDA

DATE: Wednesday, September 24, 2025
TIME: 7:00 p.m.
PLACE: Dial-in Number: 301-715-8592
Meeting ID: 856 0999 6045
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AGENDA

- A. Roll Call
- B. Proof of notice of meeting
- C. Determination of Quorum
- D. Candidates
 - (i) Nominations from the Floor
 - (ii) Presentation by Candidates
 - (iii) Appointment of Election Inspector (when so required)
- E. Balloting and Election of Board of Directors
- F. Report of Directors or Officers; Management Agent, if any
- G. Election Results
- H. New Business
- I. Open Forum for Association related business
- J. Adjournment

Please be advised that should a quorum not be achieved at this meeting, Section 5-206 of the Corporations and Associations Article of the Annotated Code of Maryland will be invoked. Simply stated, this means that a subsequent meeting will be held at 7:00 p.m. on Wednesday, December 3, 2025, at which those members present in person or by proxy will constitute a quorum for the purpose of electing Directors.

Please also note that, under Chapter 10B of the Montgomery County Code, the Office of Common Ownership Communities and the Commission on Common Ownership Communities (CCOC) offer dispute resolution, education, and other services to owners and residents of common ownership communities in Montgomery County.

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MAIL-IN PROXY/BALLOT - BOARD OF DIRECTORS

2025 Annual Meeting/Election of Directors

*****PLEASE COMPLETE AND RETURN IF YOU THINK YOU MAY NOT BE ABLE TO ATTEND THE MEETING*****

If you do attend, your proxy may be rescinded.

PROXY AUTHORIZATION

Use this Proxy for quorum purposes only _____.
(check here)
Ballot will be used for quorum only if this box is checked,
regardless of whether votes are cast below.

Homeowner Name(s): _____

Seneca Park Homeowners Address: _____

Mailing Address (if different): _____

Name of Authorized Proxy: Vanguard Mgmt. or _____

NOTE: If Vanguard Mgmt. is designated proxy, the PROXY/BALLOT will be used for quorum only unless votes are marked on the "BALLOT" portion below.

Address of Authorized Proxy (if not Vanguard Mgmt.): _____

I hereby authorize the above named proxy, to vote only for the individual(s) as directed below for position of Director for the Seneca Park Homeowners Association at the Annual Meeting duly called for such purpose and any adjournment thereof, and there in the name and on behalf of myself to vote as I would be entitled to vote if present. In addition, I hereby agree that, should a quorum not be achieved at this meeting, Section 5-206 of the Corporations and Associations Article of the Annotated Code of Maryland will be invoked meaning that a subsequent meeting will be held at 7:00 p.m. on Wednesday, December 3, 2025, at which those members present in-person or by proxy will constitute a quorum for the purpose of electing Directors. This proxy shall be valid for a period not to exceed 180 days from the date affixed below.

Signature: _____

Date: _____

BALLOT

VOTE FOR NO MORE THAN THREE (3)

Write-in Candidate Name(s):	Initial Below to Cast Vote

RETURN TO:
Seneca Park HOA
c/o Vanguard Management
P.O. Box 39, Germantown, MD 20875

BY: 12:00 p.m. on September 24, 2025

OR VIA E-MAIL TO: info@vanguardmgt.com