

November 16, 2011

SECOND NOTICE OF ANNUAL MEETING AND 2012 APPROVED BUDGET

Dear Homeowner:

I am writing on behalf of the Norbeck Grove Community Association in regards to the 2011 Annual Meeting and 2012 Approved budget.

All homeowners are invited to attend the upcoming 2011 Annual Meeting scheduled on **Thursday, December 8, 2011 at 7:00 p.m.** at the community clubhouse, located at 18309 Wickham Road, Olney, Maryland. The main purpose of this meeting will be to elect one detached single-family homeowner and one attached dwelling homeowner (i.e. townhomes or condominiums) to serve on the Board of Directors. The detached single-family homeowner and the attached dwelling homeowner receiving the most votes will receive three year terms each.

In a previous mailing, all homeowners who were interested in serving on the Board were invited to submit a Candidate Qualification Statement. A Candidate Statement is enclosed from Ms. Michele Young on Broom Drive for the detached single-family homeowners and from Mr. Dave Crowley for the attached dwelling units. Additional nominations may be taken from the floor on the night of the Annual Meeting.

Also enclosed are a ballot and a self-addressed return envelope with a proxy form on the back. **Please carefully read the voting instructions before returning your ballot and proxy envelope.** If you do not plan to attend the Annual Meeting, please be sure to complete and return the ballot to me in the enclosed self-addressed proxy envelope by no later than Thursday, December 8, 2011.

In order for the Annual Meeting to be held, a quorum of 10% (51 homes) must be present either in person or by proxy. If a quorum is not obtained, Section 5-206 of the Corporations and Associations Article of the Annotated Code of Maryland will be invoked. Simply stated, the Annual Meeting may be adjourned to a later date, at which time those members present in person or by proxy will represent a quorum. This will represent an additional expense to the Association; therefore, please be sure to mail in your proxy and ballot if you do not plan to attend the Annual Meeting. **Even if you do not have any interest in voting, please fill out the proxy on the back of the envelope and mail it back in to assist in obtaining a quorum.**

Enclosed is the approved 2012 operating budget with assessments as follows:

	<u>Common Area Assessment</u>	<u>Cluster Assessment</u>	<u>Total Monthly Payment by Direct Debit Only</u>	<u>Total Quarterly Payment Coupon Book</u>	<u>Total Yearly Payment Made by Jan. 15, 2012 Includes a 3% Discount</u>
Single Family	\$49.00	\$ 6.50	\$55.50	\$166.50	\$646.02
Townhomes	\$49.00	\$46.00	\$95.00	\$285.00	\$1,105.80
Condominium	\$49.00	\$14.00	\$63.00	\$189.00	\$733.32

Prior to December 31, 2011, you should receive an updated coupon booklet for your use in making your payments. If you do not receive this booklet, please be sure to contact our Accounting Department at 301-963-3958. If you pay your assessment by Direct Debit, you will not receive a coupon booklet. Your assessments will continue to be debited from your bank account every month.

Enclosed is a flyer for your review from Olney Home For Life which is a non-profit program in the Olney area where neighbors help neighbors by volunteering to assist seniors living in the area. The program will start off by offering free transportation to seniors with a priority to medical needs and could eventually expand into helping them find reputable contractors for work on their homes to helping them shovel their sidewalks and driveways to establishing a program for teens to spend time with seniors playing games or doing crafts.

Please take a look at the information below regarding trash and recycling pickup during the holidays and keep it handy for quick reference:

Thanksgiving Week

Trash	Tuesday, November 22 – regular pickup	Friday, November 25 – regular pickup
Recycling	Pickup is moved from Thursday, November 24 to Friday, November 25	

Christmas Week

Trash	Tuesday, December 20 – regular pickup	Friday, December 23 –regular pickup
Recycling	Thursday, December 22 – regular pickup	

New Year's Week

Trash	Tuesday, December 27 – regular pickup	Friday, December 30 – regular pickup
Recycling	Thursday, December 29 – regular pickup	

The Board wanted to remind everyone about the community website at www.norbeckgrove.com. The website contains important information relating to the community and surrounding area. Did you also know that the community has its own yahoo group? You can join on the community website.

Also, the Board recently made some upgrades to the community clubhouse kitchen including purchasing a new refrigerator and installing a stove/oven which residents renting the clubhouse can use for their parties. If any residents are interested in finding out more about renting the community, please contact Melissa Carroll at 301-948-6666 or at mcarroll@tmgainc.com.

Recently, new legislation was passed requiring HOA's like Norbeck Grove to post "No Smoking" signs at the community tot lots, which has been done and to inform residents that smoking is not allowed at the tot lots.

Lastly, enclosed is an information sheet from the Montgomery County Commission on Common Ownership Communities, which we are required by new legislation to provide to residents once a year for your review. We will also be serving refreshments at the Annual Meeting so residents can mingle and talk with Board members at the conclusion of the meeting.

I look forward to seeing you on Thursday, December 8, 2011. If you should have any questions regarding any of the above matters or Norbeck Grove Community Association in general, please do not hesitate to call me.

Sincerely,

Todd Hasset, Agent for
Norbeck Grove Community Association

TH/th
Enclosures
NG – III6, IIo, IIr