

PO Box 62218

Colorado Springs, CO 80962

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MEMORANDUM

To: Owners at Crestline Townhomes Homeowners Association, Inc.

From: Board of Directors

Date: November 7, 2011

Subject: Annual Meeting of the Membership

Please take notice of the 2011 Annual Meeting of the Membership of the Crestline Townhomes Homeowners Association as follows

Date: Monday, November 21, 2011

Time: 6:30 pm (check in starts at 6:00 pm)

Place: Fire Station #8
3737 E. Airport Road
Colorado Springs, CO 80910

We are pleased to inform you that there are five (5) board positions available, which hold a one year term. For those considering becoming a board member, please keep in mind the fiduciary responsibility of board members. They should always use their best judgment, be open minded, and act in the best interests of the community and not their personal objectives. The Board meets quarterly, with the possibility of a special meeting if necessary.

Your opinion and comments are valued, so please schedule this important Annual Meeting on your calendar now. Issues of vital interest to the community will be discussed, **(including a raise in assessments)**, which impacts your investment in the Association. If you cannot attend the meeting in person, **please** return the enclosed proxy form so that your vote is counted. **Please voice your opinion and attend the meeting or return your proxy, it matters!**

Also enclosed for your information and review are:

1. Annual Meeting Agenda.
2. General Proxy Form
3. Candidate Bio form for homeowners that are interested in running for a Board Position.

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4. 2012 Proposed Budget.