

Windsor Park

c/o Community Property Management
242 Old Sulphur Spring Rd
Manchester, MO 63021

November 1st, 2023

Very Important: Notice of Special Owners' Meeting

Re: Vote Regarding Roof Ownership

Dear Homeowner,

As you know, we recently voted on an amendment change to our Declaration of Covenants regarding transferring the responsibility of replacing roofs from the HOA (thus paid through your HOA fees) to individual homeowners. For the amendment to pass, 75% of the 72 households (54) had to approve the measure (either in person or by proxy). A total of 60 of a possible 72 votes were cast and 58 voted to assume responsibility for replacing their own roofs at the end of life.

Our lawyer advised us that in addition to the above vote, there is a need for a vote on the actual legal language of the amendment change, which is attached to this mailer, and to conduct an additional special meeting for this purpose.

A special meeting has been called for December 4th, from 7:00 PM to 9:00 PM, to discuss and vote on the legal language of changing the Declaration of Covenants regarding the roofs. In accordance with the By-Laws, the roof question will be the only topic for discussion at the meeting. For a change to be made, 75% of the 72 households (54) must approve the measure (either in person or by proxy).

If the measure is not approved by at least 54 households, the monthly fee for the roofs will be increased by at least \$85. This will be in addition to a possible increase to the monthly dues, raising the monthly dues to in excess of \$400/month in 2024 or 2025, therefore, it is important for homeowners to vote.

Since time is of the essence if you cannot attend the meeting, we encourage you to submit ASAP the enclosed proxy form to instruct a board member to vote according to your direction. (this is the only legal way to vote without attending the meeting) so it reaches CPM a week before the meeting.

Sealed in envelope with proxy forms must be received by 4:00 PM on or before November 24, 2023, by mail, email (taking a picture of the filled ballot and emailing is acceptable), fax, or in-person (KEEP IN MIND THE MAIL IS STILL RUNNING VERY SLOWLY). CPM's mailing address, fax, and email address are listed at the bottom of the enclosed proxy form. We recommend dropping it off in the box outside CPM's door. You can also hand it to a person who is planning to attend the meeting so it can be turned in that night. If you do attend the meeting, an in-person ballot will be provided.

The meeting will be held at the Thornhill Branch Library:
12863 Willowyck Dr,
St. Louis, MO 63146
Meeting Room 2

Thank you for your attention to this matter.

The Board of Directors of the Windsor Park Homeowners Association