

P. O. BOX 577  
HIGHLAND PARK, IL 60035-0577  
847 831-8822 FAX 847 831-5231  
E-MAIL foxmanagement@hotmail.com

**Fox Management  
Group**

TO: All Unit Owners  
Oakwood Homeowners Association

FROM: Oakwood HOA Board of Directors and  
Stephanie Brodsky, Property Manager

RE: Annual Meeting

DATE October, 2022

Dear Homeowner:

The Annual Meeting of the Oakwood Homeowners Association will be held on Tuesday, November 15, 2022 at 7:00 p.m. via Zoom. Information for joining the meeting can be found on the Oakwood website –[www.oakwoodhoa.org](http://www.oakwoodhoa.org).

At the Annual Meeting we will be voting for the election of three board members, adopting the 2023 budget, and presenting the status of the Association.

If you are interested in running on the ballot for election, please contact Stephanie at [seshi@sbcglobal.net](mailto:seshi@sbcglobal.net) to notify her of your interest by Friday, November 11, 2022. This will ensure your name appears on the ballot. Nominations will also be accepted at the meeting, if necessary.

Additionally, attached is a proxy/mail-in form for voting if you are unable to attend the meeting. Since the meeting and election will be virtual, please submit your form to Stephanie, preferably by email to [seshi@sbcglobal.net](mailto:seshi@sbcglobal.net) by 3:00pm Tuesday, November 15<sup>th</sup>, 2022. You may also mail your form to the management office (addressed to Stephanie, address above), but it must be received by Monday, November 14<sup>th</sup> to ensure receipt. If you are the recipient of a neighbor's proxy form and will be casting votes on their behalf, please also adhere to the dates listed above for submitting via email/mail.

Finally, in order for an annual meeting to take place, we need a quorum of 20% or 46 owners and/or proxies – so please attend or send in your vote via proxy! If we do not have a quorum, then we will have a regular board meeting to review the non-election items listed above.

We hope as many homeowners as possible will attend the Annual Meeting.

Thank you.

**OAKWOOD HOMEOWNERS ASSOCIATION**  
**REVOCABLE PROXY & MAIL-IN BALLOT**  
**FOR ELECTION OF MEMBERS OF**  
**THE BOARD OF DIRECTORS**

Three (3) board members shall be elected at the annual meeting. Each unit has two (3) votes, either their own, or by proxy.

- If you choose to mail in your vote, please select the first box below and vote for any candidate, or write in the name of someone you know will be nominated.
- If you would like to appoint a proxy to vote on your behalf, please select the second box below and do NOT write in or cast any votes on the voting lines. Your proxy may vote for any candidate(s), or write in the name and vote for someone who will be nominated or who is nominated from the floor at the meeting. Your proxy may be revoked by either notifying the property manager in advance of the Annual Meeting, or by your attendance at the Annual Meeting.
- Cumulative voting is prohibited. You may cast one vote per person. The total votes can be no greater than two.

**BALLOT SELECTION:**

I, \_\_\_\_\_, owner of the unit located at  
 \_\_\_\_\_  
 (Print Owner's Name)

\_\_\_\_\_ do hereby:  
 (Owner address: NUMBER AND STREET)

CAST MY THREE (3) VOTES AS LISTED BELOW:

<u>Candidates</u>	<u># of Votes</u>
A. <u>    Mitch Hameister    </u>	_____
B. <u>    Donna Plage    </u>	_____
C. <u>    Gary Peters    </u>	_____

\*You may only cast one vote per candidate.

----- **OR** -----

\*CONFIRM THAT THE PERSON BELOW MAY ACT AS MY PROXY TO VOTE AS HE/SHE DESIRES:

\_\_\_\_\_  
(Print name of proxy agent)

\_\_\_\_\_  
(Proxy street address)

\*If you enable a proxy to vote on your behalf, do NOT write anything in the voting lines above or below.

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Date)

\*\* IF YOU ARE THE DESIGNATED PROXY AGENT LISTED ABOVE, PLEASE COMPLETE THE NEXT PAGE AND ATTACH TO THIS PAGE.

**BALLOT FOR PROXY COMPLETION:**

If you are the proxy agent for the homeowner as indicated on the previous page, please cast two (2) votes below.

<u>Candidates</u>	<u># of Votes</u>
A. <u>Mitch Hameister</u>	_____
B. <u>Donna Plage</u>	_____
C. <u>Gary Peters</u>	_____

\*You may only cast one vote per candidate.

\_\_\_\_\_  
(Proxy Agent Printed Name)

\_\_\_\_\_  
(Proxy Agent Signature)

\_\_\_\_\_  
(Date)

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TO: All Unit Owners  
Oakwood Homeowners Association

FROM: Oakwood HOA Board of Directors and  
Stephanie Brodsky, Property Manager

RE: 2023 Budget

DATE: October, 2022

Dear Homeowner:

Enclosed is a copy of the proposed 2023 budget for the Oakwood Homeowners Association. Please review it so that you are aware of the financial status of the Association.

The Board of Directors continues with their strategic initiative of providing the highest quality of community services within the constraints of a balanced budget and a very reasonable Annual Assessment. The Board is happy to report that **the annual homeowner assessments for 2023 will remain unchanged at \$350 per unit.**

If you have any questions regarding the budget or the Association, please contact the management office.

The budget will be adopted at the November 15, 2022 Annual Meeting.

Thank you.

**OAKWOOD HOMEOWNERS ASSOCIATION  
PROPOSED BUDGET  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b>2022</b>	<b>2023</b>
	<b>Current</b>	<b>Adopted</b>
	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<b>INCOME</b>		
Assessments	80,500.00	80,500.00
Late Charge	500.00	750.00
Miscellaneous Income	0.00	0.00
Interest Income	100.00	100.00
	<hr/>	<hr/>
Total Income	81,100.00	81,350.00
<b>EXPENSES</b>		
Repairs and Maintenance Expenses		
Signs	300.00	300.00
Animal Control	500.00	1,800.00
Gazebo and Equipment Maintenance	4,500.00	0.00
Street Light Maintenance	1,000.00	1,000.00
Monument and Entry Maintenance	500.00	500.00
	<hr/>	<hr/>
Total Repairs and Maintenance	6,800.00	3,600.00
Grounds		
Landscape - Services	20,000.00	21,000.00
Landscape/Tree Maintenance	13,000.00	15,000.00
Pond Maintenance	12,000.00	12,000.00
	<hr/>	<hr/>
Total Grounds Expense	45,000.00	48,000.00
Utilities		
Electric	2,500.00	2,500.00
	<hr/>	<hr/>
Total Utility Expense	2,500.00	2,500.00

**OAKWOOD HOMEOWNERS ASSOCIATION  
PROPOSED BUDGET  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b>2022</b>	<b>2023</b>
	<b>Current</b>	<b>Adopted</b>
	<b><u>Budget</u></b>	<b><u>Budget</u></b>
Administrative Expenses		
Legal	300.00	300.00
Accounting	350.00	350.00
Management	15,180.00	15,180.00
Web site	500.00	500.00
Postage & Printing	1,000.00	1,000.00
Storage Locker	1,620.00	1,700.00
Miscellaneous	150.00	320.00
	<hr/>	<hr/>
Total Administrative	19,100.00	19,350.00
Insurance and Taxes		
Insurance Expense	3,600.00	3,800.00
Income Tax	0.00	0.00
	<hr/>	<hr/>
Total Insurance and Tax Expense	3,600.00	3,800.00
Reserve Funding		
General Reserve	4,000.00	4,000.00
Interest Reserve	100.00	100.00
	<hr/>	<hr/>
Total Reserve Funding	4,100.00	4,100.00
Total Expenses & Reserve Funding	<hr/> <u>81,100.00</u>	<hr/> <u>81,350.00</u>
Net Income ( Loss)	0.00	0.00