



MAINTENANCE CORPORATION

PENCO Management, Inc.
Post Office Box 1119
Chadds Ford, PA 19317
Phone 610-358-5580
Fax 610-558-3399
WWW.BALLYMEADE.ORG

January 27, 2017

TO: All Ballymeade Maintenance Corporation Homeowners
RE: Annual Community Meeting / Board of Directors Elections

The Annual Meeting of the Ballymeade Maintenance Corporation will be held on **Monday, February 27, 2017** at the **Brandywine Community Town Center**, located at Naamans Road and Route 202, just behind the two large fountains next to Target. The meeting will begin promptly at **7:00 pm**.

Proxies Needed – Important:

A quorum of 10% or 24 homeowners is required to hold the meeting so it is important that if you are unable to attend that you please use the attached PROXY form and assign your vote to another homeowner or the President of the Board. Please forward your proxy to PENCO Management as soon as possible to the address above, by fax to 610-558-3399, or by e-mail to rwhite@pencomanagement.com.

Board Membership – Please Consider:

A very important part of this meeting will be election of the Ballymeade Board of Directors. Will you please consider filling one of these important and fulfilling positions? If you are interesting in being a Board Member, please complete the attached form. You can mail the completed form to PENCO Management at the address above, fax to 610-558-3399 or send by e-mail to rwhite@pencomanagement.com, no later than **February 20, 2017**. You can also nominate yourself at the meeting.

It is very important for the smooth and orderly operation and future optimal property values of your community to have interested and committed Board Members. We strongly encourage you to seriously consider service in support of your community. Once the election has taken place, PENCO Management will report to this new group of Board members and will assist them as they move forward in running the business of the Ballymeade Maintenance Corporation community.

AGENDA

1. Call to Order
2. Presidents Report
3. Treasurers Report
4. Review and Approval of Fiscal Year 2017/2018 Budget
5. Old Business
6. New Business
7. Nominations and Election of Board Members
8. Open Forum/Questions
9. Adjournment

We look forward to your participation in your Annual Meeting.

Sincerely,
PENCO Management, Inc., Agent
Ronald A. White, CMCA, AMS
Senior Property Manager
on behalf of the Ballymeade Board of Directors

Please complete this form to nominate homeowners for election to the Board of Directors. You may nominate yourself or any other homeowner(s). Nominees must confirm their acceptance of the nomination by their signature on the form. Send to:

PENCO Management, Inc. ❖ Post Office Box 1119 ❖ Chadds Ford, PA 19317 ❖ 610-358-5580 ❖ Fax 610-558-3399

**BALLYMEADE MAINTENANCE CORPORATION
BOARD OF DIRECTORS NOMINATION FORM**

I hereby nominate the following person(s) for a position on the Board of Directors of the Ballymeade Maintenance Corporation. *Please print Nominee's names and address and be sure to have Nominee sign.*

_____	_____	_____
Nominee	Address	Acceptance Signature
_____	_____	_____
Nominee	Address	Acceptance Signature
_____	_____	
Homeowner	Address	

**BALLYMEADE MAINTENANCE CORPORATION
ANNUAL MEETING PROXY**

I/We, _____, owner(s) of _____
Name of Property Owner Address of Property

in the sub-division of Ballymeade, do hereby give my/our proxy for the purpose of the Annual Meeting scheduled for Monday, February 27, 2017 to

Name of Proxy holder

Proxy holders Address

or Peter Haggerty, President of the Board of Directors

Signature of Property Owner(s)