



HARRISON & LEAR, INC., REALTORS®

2310 Tower Place
Hampton, VA 23666

(757) 825-9100
(800) 229-6214

Gayton Glen Homeowners Association, Inc.

November 18, 2009

NOTICE OF ANNUAL MEETING

TO: ALL GAYTON GLEN HOMEOWNERS
FROM: Pamela Lawrence, Association Manager
SUBJECT: Gayton Glen 2009 Annual Meeting

This is to inform you of the upcoming annual meeting of the Gayton Glen Homeowners Association, Inc. at **7:00 PM on Wednesday, December 2, 2009**. The meeting will be held in the Lakewood Manor Administration Building Auditorium, Lauderdale Drive and John Rolfe Parkway, Richmond, Virginia 23238. Registration begins at 6:45 p.m.

The purpose of the annual meeting is for the members of Gayton Glen Homeowners Association to elect two directors to serve on the Gayton Glen Board.

The meeting is for all homeowners of Gayton Glen, and is an excellent opportunity for you to learn more about your owner's association and to become involved with your community. All homeowners are encouraged to attend the meeting to ensure that all opinions and suggestions may be deliberated. It's also a great place to meet your neighbors!

Enclosed is a proxy that you will need to complete, sign, and return in the enclosed envelope no later than November 25, 2009. You may also mail or **drop off** your proxy to Kay Smith, Board Secretary, **10837 Smithers Court by December 1, 2009**. All proxies must be executed and returned prior to the meeting, even if you are planning to attend the meeting, to ensure the quorum is met. Proxies will be returned to those present at the meeting.

Please mark your calendar and plan to attend this very important meeting of the association and take the opportunity to also get acquainted with some of your neighbors. Food and drinks will be served.

In order to vote at the annual meeting, you must be a homeowner and a member in good standing, meaning that your assessments are current and up to date. This year you may also **fax your proxy to (757) 838-2574 no later than December 1, 2009**.

Gayton Glen Homeowners Association, Inc.
c/o Harrison & Lear, Inc.
2310 Tower Place, Suite 103
Hampton, VA 23666

Should you have any questions, please give me a call at (800) 229-6214.