

Menlo Commons Association

BOARD OF DIRECTORS
THE MENLO COMMONS ASSOCIATION
AUGUST 3, 2023

IMPORTANT NOTICE REGARDING DRAFT REVISED GOVERNING DOCUMENTS

MEMBER INFORMATIONAL MEETING VIA VIDEO CONFERENCE (ZOOM)

Our Association's current governing documents are out of date and do not reflect many important provisions of the laws that apply to our community. Moreover, potential "best practices" in use in many other associations are not included in our existing governing documents.

Our Association's Board of Directors has been working with legal counsel at Berding-Weil on proposed updated and revised governing documents (Articles of Incorporation, Bylaws, and Declaration of Covenants, Conditions and Restrictions, or "CC&Rs") and seeks membership review of these draft documents.

Electronic versions of the draft Articles of Incorporation, Bylaws and CC&Rs, as well as a Summary of Significant Features and Changes are available for members to view, download and print hard copies at:

<https://secure.berding-weil.net/client/>

The screen will say "VAULT ROOMS"
Enter the case-sensitive username and password

Username: MenloCommonsOwner
Password: MenloCommonsGovDocs

These documents are available now and until August 26th. You may also request a hard copy of the documents by contacting the Association's Manager, Nichole Dillion-Lee, at ndillonlee@manorinc.com or at (650) 781-9138.

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A Member Informational Meeting will be held on
MONDAY, AUGUST 21ST, 2023 at 6:30 PM via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/87936523632?pwd=TIVJTDFPWnJLUThIMFdESm9CRVIZdz09>

Meeting ID: 879 3652 3632

Passcode: 475960

Dial by your location

+1 669 444 9171 US

Members of the Board, legal counsel, and Manor Association will be present to discuss the proposed governing documents and to answer your questions. If you have any questions about this meeting, please contact Nichole Dillion-Lee, at ndillonlee@manorinc.com or at (650) 781-9138.

Please read the Summary of Significant Features and Changes to the Proposed Revised Governing Documents ahead of the Zoom meeting. It will provide background and context for our meeting.

If possible, please prepare your questions beforehand to help insure enough time for everyone.

After the meeting, the Board will determine if further edits to these proposed documents are desired. Subsequently, the Board will finalize the draft governing documents and ballots will be mailed for a membership vote on such final, proposed **Articles of Incorporation, Bylaws, and CC&Rs** for our Association. Members will have at least 30 days from the ballot mailing date to vote and return their ballot.

Thank you for your time and consideration of this matter.

Sincerely,
Board of Directors
The Menlo Commons Association

Frequently Asked Questions:

Membership Voting Process

Membership voting on the amended documents will be conducted by mail. Ballots will be mailed each member household by **The Inspector of Elections**, a third-party service provider. Members will return their marked ballots to them for authentication and tabulation. We will be notified when **Member Approval Requirements** have been met for each document. Remember to look for your ballot in your mail, vote, and return it promptly or within 30 days.

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Membership Approval Requirements

To approve the proposed **Articles of Incorporation**, the Association must collect “FOR” votes from **at least a majority of the total voting power** of the Association. **With 122 Units in the Association, this means at least 62 “FOR” votes must be submitted in favor of the proposed Articles of Incorporation.**

To approve the proposed **Amended and Restated Bylaws**, the Association must collect “FOR” votes from **a majority of a quorum, where a quorum equals fifty-one percent (51%) of the total voting power** of the Association. **With 122 Units in the Association, this means at least 63 valid ballots must be received to establish quorum and a majority of those ballots must be “FOR” votes in favor of the proposed Bylaws.**

To approve the proposed **Amended and Restated CC&Rs**, the Association must collect “FOR” votes from **at least a majority of the total voting power** of the Association. **With 122 Units in the Association, this means at least 62 “FOR” votes must be submitted in favor of the proposed CC&Rs.**

After all proposed documents have been approved, a hard copy will be mailed to all members.