

**Cabin Branch Forest Association, Inc.**

Post Office Box 54  
Sterling, VA 20167  
NOTICE OF ANNUAL MEETING  
WWW.Cabinbranchforest.org

**WEDNESDAY, MARCH 11, 2009, 6:30PM**  
**LOUDOUN COUNTY CASCADE LIBRARY**  
**21030 Whitfield Place**  
**Sterling, VA 20165**  
(703) 430 6235  
February 4, 2009

Dear Homeowner:

The Annual Meeting of the Cabin Branch Forest Association, Inc. is scheduled for Wednesday, March 11, 2009; 6:30PM, Loudoun Cascade Library, 21030 Whitfield Place, Sterling, VA. 20165. At the meeting, elections will be held to fill vacant positions on the Board of Directors. Individuals who wish to be candidates for Board positions should submit statements of interest or declare their candidacy in person at the meeting. As an alternative, they may contact a current Board member at the numbers or email address listed above to provide notification of interest.

The Board of Directors is the executive body responsible for running the Association's business operations. Their specific duties and responsibilities are outlined in the *Homeowner Documents*. The Board is normally comprised of five homeowners, however, for the past several years' only three seats have been filled. At the Annual Meeting, the position of Vice-President and Treasurer is open due to resignations. The other vacant position can be filled by Board appointment. We strongly urge you to attend the Annual Meeting. We also urge you to consider supporting your community by serving on the Board. If you cannot attend the meeting, please complete the enclosed proxy form and mail it to the Secretary of the Association at the above address or deliver it to the President's home or a Board Member or have it delivered at the beginning of the meeting. Please be advised that non-Board members may only cast one proxy vote (i.e., a vote for an absent homeowner).

Please note that only those members whose accounts are paid in full as of the date of the election will be able to vote. If you are not sure of the status of your account, please contact the President of the association, Monday through Friday between 9:00 AM and 5:00 PM. Please note that votes are allotted by settled dwelling unit (household) and not by individual (i.e., Each unit/lot gets one vote, not each person).

Please review our proposed agenda items and submit your item(s) for discussion to the President prior to the meeting. One item of interest that has been discussed recently the procedure (2/3 vote) to obtain approval to install a propane gas tanks(s), (Covenants approval), on the homeowners property, for heating in a fire places.

We look forward to seeing you at the Annual Meeting.

Sincerely,

Cabin Branch Forest Association, Inc.

Enclosures: Agenda  
Proxy Form

**CABIN BRANCH FOREST ASSOCIATION, INC.**

**Loudoun Cascade Library**  
**21030 Whitfield Place**  
Sterling, Va 20165  
**(703) 430 6235**

**Wednesday, March 11, 2008, 6:30PM**

**PROPOSED AGENDA**

OPEN FORUM

CALL TO ORDER

CONFIRMATION OF QUORUM

ANNOUNCEMENTS

SECRETARY'S REPORT

- A. APPROVAL OR UNAPPROVED ANNUAL MEETING MINUTES (AS REQUIRED)
- B. TREASURER'S REPORT

OLD BUSINESS

(Neighborhood watch representative)

NEW BUSINESS

(Trash pickup)

(Dominion Utility Charges for Jan 2009)

ELECTION OF OFFICERS

ADJOURNMENT

NOTE: There will be a brief meeting of the new Board of Directors immediately following the Annual Meeting.

**CABIN BRANCH FOREST ASSOCIATION, INC.**

**PROXY FORM**

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

(I)(We) \_\_\_\_\_ and \_\_\_\_\_

hereby grant(s) (my)(our) proxy to \_\_\_\_\_ or the President of the Cabin Branch Forest Association, Inc. for the sole purpose of casting (my)(our) vote(s) at the Annual Meeting on Wednesday, March 11, 2009 or any subsequent meeting called due to a failure to obtain a quorum at the first attempt to hold the meeting.

Check appropriate box:

\_\_\_\_\_ The person named in this proxy may cast (my)(our) vote(s) for any candidate for the Board of Directors he or she chooses.

\_\_\_\_\_ The person named in this proxy must cast (my)(our) vote(s) for the candidate for the Board of Directors indicated below:

\_\_\_\_\_  
Vice- President

\_\_\_\_\_  
Treasurer

The person named in this proxy (may)(may not) cast (my)(our) vote(s) on any other matter that may arise at the meeting as he or she sees fit.

\_\_\_\_\_  
(Owner's Signature) (Owner's Signature)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: THE PROXY MUST BE FILED BEFORE COMMENCEMENT OF THE MEETIN ON MARCH 11, 2009**

ANNUAL MEETING, 6:30 PM, Wednesday 11 March 2008 –6:30PM

CBFA  
**P.O. Box 54**  
**Sterling, VA 20167**

**INSTRUCTIONS FOR PROXIES**

1. USE THE PROXY ONLY IF YOU CANNOT OR DO NOT WISH TO VOTE IN PERSON (I.E., CANNOT ATTEND THE MEETING).
2. A PROXY DOCUMENT IS OFFICIAL AND SHOULD BE SIGNED BY ALL OWNERS OF RECORD OF THE LOT, BUT THE SIGNATURE OF ONE OWNER IS SUFFICIENT.
3. THE PROXY MAY BE REVOKED ONLY BY ACTUAL NOTICE TO THE PRESIDENT OF THE ASSOCIATION (OR OTHER PERSON PRESIDING OVER THE MEETING IF NOT THE PRESIDENT).
4. PRINT YOUR NAME, ADDRESS, AND LOT NUMBER.
5. PRINT THE NAME OF THE PERSON YOU WISH TO DESIGNATE AS YOUR PROXY.
6. IF YOU WISH TO HAVE SOMEONE ELSE VOTE ON YOUR BEHALF (UNINSTRUCTED PROXY), CHECK THE APPROPRIATE BOX. IF YOU GIVE AN UNINSTRUCTED PROXY, THE PERSON TO WHOM THE PROXY IS GIVEN WILL BE ABLE TO CAST YOUR VOTE IN THE MANNER SUCH PERSON DETERMINES.
7. IF YOU WISH TO INDICATE YOUR VOTE (INSTRUCTED PROXY), CHECK THE APPROPRIATE LINE AND WRITE IN THE NAME OF THE CANDIDATE FOR THE BOARD OF DIRECTORS FOR WHOM YOU WISH TO VOTE.
8. MAIL THE PROXY FORM TO THE SECRETARY OF THE HOA AT THE ADDRESS SHOWN AT THE TOP OF THE NOTICE OF ANNUAL MEETING OR HAVE THE FORM DELIVERED TO THE MEETING ON WEDNESDAY MARCH 11 2009. PROXY FORMS WILL BE ACCEPTED DURING THE REGISTRATION PERIOD FROM 7:00 PM UNTIL 7:30 PM. PROXY FORMS THAT ARE MAILED MUST BE RECEIVED NO LATER THAN 12:00 PM ON MONDAY, MARCH 8, 2009