

RIVERBROOKE HOMEOWNERS ASSOCIATION, INC.

NOTICE OF ANNUAL MEETING OF MEMBERS

& NOTICE OF ONLINE ELECTION

Date of Notice: October 2nd, 2026

To: All Class "A" Members of Riverbrooke Homeowners Association, Inc.

From: The HOA Board of Directors

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Members of Riverbrooke Homeowners Association, Inc. will be held as follows:

MEETING DATE: Wednesday, November 4th

TIME: 7:00 PM

LOCATION: Via Zoom

ZOOM ACCESS:

<https://us06web.zoom.us/j/82495037345?pwd=khV09aKqckGfsxohd6QNns4CK7zbHE.1>

Meeting ID: 824 9503 7345

Passcode: 793188

PURPOSE OF THE MEETING

- The purpose of the Annual Meeting is to:
- Receive reports on the affairs, finances, and budget of the Association;
- Introduce candidates for the open Board of Directors position;
- Conduct any other business that may properly come before the membership.

IMPORTANT: NO VOTE WILL BE TAKEN AT THE ZOOM MEETING.

The election of Directors will be conducted entirely by online ballot following the meeting. The Zoom meeting is for informational purposes and candidate introductions only. Members will not cast votes during the Zoom meeting.

2026 BOARD ELECTION — ONE (1) OPEN POSITION

- Open Position: One (1) Director seat
- Incumbent: Ankur Agrawal (re-running for re-election)
- Term: Two (2) years, pursuant to Article III, Section 3.5 of the By-Laws
- The candidate receiving the greatest number of votes cast by online ballot will be elected.

ONLINE VOTING INSTRUCTIONS

Online voting will be conducted through the Association's homeowner portal.

How to Vote:

- Go to www.atlantacommunityservices.com
- Log in to your homeowner account.
- Select "Online Voting" from the menu.
- Follow the prompts to cast your vote for the open Board position.

VOTING WINDOW OPENS: Thursday, November 5th

VOTING DEADLINE: Wednesday, November 18th at 5:00 PM

Ballots must be submitted through the online portal by the deadline. Ballots received after the deadline will not be counted.

Quorum Requirement:

Pursuant to Article II, Section 2.11 of the By-Laws, a quorum for this election requires the participation of Members representing at least 25% of the total Class "A" votes in the Association. If the total number of ballots cast does not meet this threshold, the election will not be valid.

NOMINATION DEADLINE REMINDER

If you wish to run for the open Board position, you must submit a completed Nomination Form by:

- NOMINATION DEADLINE: Thursday, October 15th

Nominations will not be accepted from the floor at the Annual Meeting. Only candidates who file by the deadline will appear on the online ballot.

Nomination forms are attached to this notice and may be returned via:

Email: jason@atlantacommunityservices.com (Recommended)

OR

Mail: Riverbrooke HOA – 6150 Southard Trace Ste 202 – Cumming GA 30040

RIVERBROOKE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS NOMINATION FORM

Deadline to Return: Thursday, October 15th

I, the undersigned, hereby submit my name as a candidate for election to the Board of Directors of the Riverbrooke Homeowners Association, Inc. I understand that the election will be conducted by online ballot following the Annual Meeting on Wednesday, November 4th. Online voting will open on Thursday, November 5th and close on Wednesday, November 18th at 5:00 PM.

Candidate Information:

Name: _____

Address (Unit/Lot): _____

Phone Number: _____

Email Address: _____

Eligibility Verification (Please check one):

☐ I am a Member (record Owner) of a Unit/Lot in Riverbrooke Subdivision.

☐ I am a Resident of a Unit/Lot in Riverbrooke Subdivision (18 years or older).

☐ I am a representative of a Member that is not a natural person (e.g., corporation, trust). I am an officer, director, partner, employee, or trust officer of said Member.

Certification:

I certify that I meet the eligibility requirements set forth in Article III, Section 3.1 of the By-Laws. I understand that if I am elected, I will serve in accordance with the Governing Documents of the Association.

I confirm that neither I nor my spouse (if applicable) currently serves on the Board, and that no other Resident of my Unit is currently serving on the Board.

Signature: _____ Date: _____

Please return this form by Thursday, October 15th to:

By email (preferred) jason@atlantacommunityservices.com

OR

By mail: Riverbrooke HOA – 6150 Southard Trace Ste 202 – Cumming GA 30040