

Date: September 9, 2020

To: Breakwater Homeowners

Subject: Notice of Annual meeting and elections

This serves as your official notice of the Annual Meeting of the Breakwater Master Homeowners Association (HOA). Please note that on the advice of legal counsel (to meet the requirements of the Delaware General Corporation Law (the “DGCL”) and to comply with the current State of Emergency in Delaware prohibiting indoor meetings of more than 50 individuals), we have broken the traditional Annual Meeting presentation into two separate meetings.

The Board of Directors has scheduled a virtual meeting of the Homeowners on **Saturday, September 19, 2020 at 10:00 am** to be followed by a physical voting meeting on September 26, 2020 between 10:00 am and 5:00 pm at which ballots for two at-large positions on the HOA Board will be collected. Details are as follows.

- At this virtual (via Zoom) informational meeting, we will conduct regular business such as financial updates, discuss fitness center hours for the rest of the year, formation of committees, etc. We will also request nominations from the floor for the two open at-large Board of Directors positions.
- An email blast will be sent out with instructions for joining the Zoom meeting. Please notify Signature Property Management by email to jessica@spmde.com or (302) 260-9595 if you are not certain whether you are on their email distribution list. Please also contact Signature if you need instructions on how to join the Zoom meeting.
- After the virtual meeting is adjourned, we will send out ballots via email and USPS, and post them on the Breakwater-Lewes.com website. You can vote for the 2 BOD positions by proxy (instructions will be included) or in person on September 26, 2020.

- **On Saturday September 26 10:00 am – 5:00 pm, we will conduct the in-person physical voting meeting**
 - At this time, an attendant with a ballot box will be in the lobby of the Breakwater Fitness Center for homeowners to vote for the 2 open at-large Board of Directors positions.
 - Due to the pandemic, homeowners are encouraged to vote by proxy by sending in their proxy ballot to Signature Property Management in accordance with instructions that will be included with the ballots.
 - In order to meet the requirements of the Governor’s State of Emergency Orders, it is our hope that you will submit your proxy in advance of the September 26, 2020 Physical Annual Meeting and that you will opt not to attend this Voting Annual Meeting in person.
 - It is our further hope that you will only attend the very brief and pro forma Voting Annual Meeting if you feel the need to vote, confidentially, for directors.

- Signature Property Management will receive and counting the ballots/proxy votes and will send the results to the HOA Board President, Ramesh Raghupathi no later than October 1, 2020.
- The results of the voting will be shared with the community via email and will be posted on the Breakwater-Lewes.com website and the new board will be constituted.
- Until such time that the new board is constituted, the current board will continue to conduct Breakwater business.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Raghupathi", written in a cursive style.

Ramesh Raghupathi
President, Breakwater BOD