

Date: September 21, 2020

To: Breakwater Homeowners

Subject: Proxy Form and Details of Meeting to Elect Two Members of the Breakwater HOA Board of Directors

Attached is a proxy form to elect two at-large members of the Breakwater HOA Board of Directors to two-year terms as discussed in the Annual Meeting notice sent previously and during the annual meeting segment held via Zoom on Saturday, September 19, 2020,.

You are encouraged to vote by proxy to limit contact during this health pandemic, but if you wish to vote anonymously or prefer to vote in person, you may cast your ballot at an in-person voting only meeting to be held at the Fitness Center on Saturday, September 26, 2020 between 10:00 am and 5:00 pm.

To vote by proxy, please fill out the form and return it to Signature Property Management by one of these options:

- Take a picture of your completed form with your cell phone and email it to jessica@spmde.com.
- Send it to Signature via fax at (302) 727-5292.
- Send it to Signature via regular mail to Signature Property Management, 20375 John J Williams Hwy, Lewes, DE 19958, but it must be received by 9/26/2020.
- If you are writing in a community member as your proxy, please give your form to that person and ensure that he/she will take it to the Fitness Center to vote it in person at the voting meeting to be held on 9/26/2020.

If a quorum is not met on 9/26/2020, a second voting meeting will have to be reconvened under reduced quorum requirements on Saturday October 3, 2020 from 12:00 to 1:00 pm. To avoid the need for this, please take a few minutes to complete and return the proxy form, whether or not you wish to cast a vote so that a quorum can be achieved on 9/26/2020. If you do not wish to vote, simply leave the voting section blank.

Thank you.