



Abaris Real Estate Management, Inc.

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March 11, 2025

Dear Greencastle Manor Condominium No. 2 Homeowner:

In accordance with the documents which govern the Condominium, this letter will serve as official notification of the Annual Meeting which will be held virtually via ZOOM on Tuesday, April 22, 2025, at 7:00 PM. Members may participate in the virtual meeting by video conference or by phone using the following link or call instructions:

Link: <https://abarisrealty.zoom.us/j/5311631097?pwd=K1ZxczFXUjZlIdWWJlUaGtFdUxOUT09>

Dial-in:

Phone: 301 715 8592

Meeting ID: 531 163 1097

The purpose of the Annual meeting will be to elect three (3) members to the Board of Directors of the Association. One position is for a one-year term currently held by Subrata Routh, one position is for a two-year term currently held by Delroy Blackwood and one position is for a three-year term currently held by Alejandra Zecena. As of this writing, no homeowners have submitted their nomination in response to the call for nominations that was sent out to every homeowner on February 11, 2025. Nominations will also be accepted from the floor at the meeting.

PLEASE NOTE:

The Montgomery County Commission on Common Ownership Communities (CCOC) has launched a new online training program for common ownership community board members. The CCOC developed this training to meet requirements of Bill 45-14, which was passed by the County Council on February 3, 2015. The measure was signed into law by the County Executive on February 11, 2015, and took effect January 1, 2016. Members of the board of directors of all common ownership communities in Montgomery County who are elected, re-elected or appointed to a term of office on or after January 1, 2016 are required within 90 days to successfully complete the online training program, at <http://www2.montgomerycountymd.gov/CCOC-Training/> For additional information about the CCOC or the training program, call [240-777-3636](tel:240-777-3636) or visit www.montgomerycountymd.gov/ccoc.

Enclosed is a meeting Agenda and Directed Proxy for you to vote on the Board election and to assist in establishing quorum. Because the Annual Meeting will be held virtually, voting by proxy is strongly encouraged, even if you attend the Annual Meeting. Please complete and submit the enclosed Directed Proxy by no later than 5 pm April 22, 2025. There will be no ballot voting at the meeting since the meeting will be held virtually. Instead, those homeowners present at the virtual Annual Meeting and who have not voted by proxy may request a ballot by emailing customercare@abarisrealty.com at the meeting with their name and email address. These homeowners will then be emailed a ballot. The "ballot box" will be kept open for 24 hours following the meeting, closing at 5pm on April 23, 2025. The votes will then be counted, and the election results announced.

A quorum of 25% of Owners is required by the Association's Bylaws to hold the Annual Meeting. Should a quorum not be reached, the procedure authorized by 11-109(c)(8) of the Maryland Condominium Act may be invoked to call an additional meeting. At his additional meeting, the Unit Owners present, in-person or by proxy (no matter how many or how few), will constitute a quorum. This Notice shall be considered notification to the Unit Owners that the additional meeting is scheduled for Tuesday, July 22, 2025, at 7:00 pm. The link and call-in instructions are the same as provided above. Thank you for your assistance in conducting the business of the Association. We look forward to your participation in the virtual Annual Meeting or receiving your completed proxy and we hope you are all staying safe and well.

Sincerely,

A handwritten signature in black ink, appearing to read 'AM', with a horizontal line extending to the right.

Andrew Moorman, CMCA
Community Manager

Enclosures

GREENCASTLE MANOR CONDOMINIUM NO. 2

Virtual Annual Meeting

Tuesday, April 22, 2025

7:00 P.M.

HELD VIA ZOOM

Link: <https://abarisrealty.zoom.us/j/5311631097?pwd=K1ZxczFXUjZlIdWWJlUaGtFdUxOUT09>

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AGENDA

1. *Call to Order*
2. *Proof of Quorum*
3. *Proof of Notice of Meeting*
4. *Approval of the last Annual Meeting minutes (enclosed)*
5. *Reports of Officers*
6. *Appointment of one inspector for the election*
7. *Election of three (3) Directors*
 - a. *Nominations from the floor*
 - b. *Statements from candidates*
 - c. *Voting*
 - d. *Results of Election – announced after April 23, 2025*
7. *Unfinished business*
8. *New business*
9. *Adjournment*

**GREENCASTLE MANOR NO. 2 CONDOMINIUM
ANNUAL MEETING
APRIL 22, 2025
PROXY**

I/We, the undersigned hereby appoint _____ as Proxy, and hereby authorize him or her to represent and to vote for the purposes described below, all votes appurtenant to Address(s) _____ of the Greencastle Manor No. 2 Condominium respectively, at the virtual meeting of the Condominium Association to be held on April 22, 2025, at 7:00 P.M., or any adjournment thereof. In the event that a quorum is not reached on April 22, 2025, this proxy shall be valid for the subsequent Annual Meeting. This Proxy shall be exercisable for the purpose of: (1) Establishing a Quorum; (2) Voting for the Board of Directors as designated below, and (3) any other issue properly before the membership at the meeting.

ACKNOWLEDGEMENT: I/We hereby acknowledge that I/We own _____ of the Greencastle Manor No. 2 Condominium and have executed the foregoing Proxy by virtue of such ownership in accordance with the provisions of the By-Laws of the Condominium Association.

Homeowner Signature

Date

GREENCASTLE MANOR NO. 2 CONDOMINIUM
ABSENTEE BALLOT
ANNUAL MEETING OF THE CONDOMINIUM ASSOCIATION
APRIL 22, 2025

Nominations will also be taken from the floor at the meeting. You may write-in the name of an owner who you wish to elect however please note that this person must be in good standing and nominated from the floor at the meeting and must be present at the meeting to accept the nomination in order for your vote to be counted for that candidate.

ABSENTEE BALLOT FORM

Vote for three (3) candidates below by placing an "X" in the boxes opposite the candidate's name. Write in nominations will be recognized and announced from the floor at the Annual Meeting. Persons nominated from the floor must be in good standing and present at the meeting to accept the nomination in order for them to be considered for election.

VOTE FOR NO MORE THAN THREE (3) CANDIDATES

[] _____
Write-In

[] _____
Write-In

[] _____
Write-In

**GREENCASTLE MANOR II CONDOMINIUM
BOARD OF DIRECTORS MEETING &
SUBSEQUENT ANNUAL MEETING
HELD VIA ZOOM
JULY 23, 2024
MINUTES**

Board Members in Attendance:

Frank Blundell

Delroy Blackwood

Shireen Ambush, Property Manager, Abaris Realty

Andrew Moorman, Property Manager, Abaris Realty

The meeting was called to order at 7:09 pm

MINUTES:

The Board voted unanimously to approve the April 23, 2024, Board Minutes.

MANAGEMENT REPORT:

The Board discussed and unanimously approved the draft 2023 audit completed by Goldklang Group.

The Board discussed the inquiry raised by a homeowner regarding the installation of speed bumps along Bruton Parish Way. Abaris will schedule a walkthrough with the Board to assess the traffic concerns raised in the area.

The Board tabled the proposal received from FSC for the installation of a fence along Roby Road.

The Board tabled the proposal received from FSC for tree pruning by 3535 Bruton Parish Way.

The Board unanimously approved the proposal received from FSC for landscape enhancements near the front of 3485 Bruton Parish Way.

The Board unanimously approved the proposal received from FSC for cutting back trees behind 3545 Bruton Parish Way.

The Board meeting was adjourned at 7:24 pm.

The next Board meeting will be October 22, 2024, at 7:00 pm.

SUBSEQUENT ANNUAL MEETING

The Subsequent Annual Meeting was called to order at 7:25 pm

The quorum requirement in the Bylaws has been waived pursuant to Maryland law so those homeowners who are in attendance virtually or by proxy shall automatically constitute a quorum.

The minutes of the 2024 Annual Meeting were reviewed and unanimously approved.

At this year's Annual Meeting, there will be an election to fill 2 positions on the Board. One homeowner, Subrata Routh, submitted his nomination prior to the nomination deadline. The floor was open and Frank Blundell was nominated from the floor. Frank Blundell and Subrata Routh were elected at the subsequent annual meeting with Frank receiving the 2 year term and Subrata receiving the 1 year term.

There being no further business, the Subsequent Annual Meeting was adjourned at 7:40 pm