

Members
Windfaire Phase III Homeowners Association, Inc.

Re: Windfaire Phase III Homeowners Association, Inc.

Dear Member:

The purpose of this letter is to notify you of a proposed action for the members of Windfaire Phase III Homeowners Association, Inc. ("Association") to elect new members to the Board of Directors of the Association ("Board") comprised solely of lot owners in the Community.

Typically, when all of the homes in a community are conveyed to homeowners and are no longer owned by the declarant, the control and management of the homeowners association shifts from the declarant to the lot owners. Windfaire Partners, LLC ("Windfaire Partners"), the Declarant under the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Windfaire ("Declaration"), intends to turn over control of the Association to the Lot Owners. To facilitate the turnover process, the Association would usually hold a turnover meeting where all owners entitled to vote would have the opportunity to elect new members to the Board. However, in light of the COVID-19 pandemic, we realize that an in-person meeting is not feasible or safe. To that end, we intend to hold the election by written ballot, which is permitted under Georgia law and the Association's Bylaws. In order to hold the election by written ballot, we need the name of any homeowner who is interested in serving on the Board. The Association's governing documents requires that the Board consist of **three** individuals. If you are interested in serving on the Board, or would like to nominate one or more individuals to serve on the Board, please email Trey Simpson at TreySimpson@Fieldstonerp.com no later than 09/15/2020. All names received by this date will be included on a written ballot that will be distributed to you within the upcoming weeks allowing you to vote for the Association's Board of Directors. If you are interested in serving on the Board, we also recommend that you submit a short bio to Trey which will be distributed to the residents along with the written ballot. The three (3) individuals that receive the most votes will be the next Board of Directors.

In order for the election to properly occur, we must receive written ballots completed by twenty-five percent (25%) of the Lot Owners; as such your participation is very important. Once Windfaire Partners will resign and the newly elected Board members will have the responsibility of overseeing the daily operation and management of the Association, which includes establishing the Association's annual operating budget, the levying and collecting of assessments and selecting vendors for all services provided to the Community. Windfaire Partners will provide the newly elected Board with financial statements and other paperwork related to the administration of the Association.

As mentioned above, you should receive a written ballot by mail in the next few weeks. It is very important that you participate in the election process by completing the ballot and returning it to the individual set forth therein by the appropriate deadline as Windfaire is ultimately your community. Please do not hesitate to contact Trey Simpson with any questions that you may have.

Sincerely,

Trey Simpson

Windfaire Phase II Homeowners Association, Inc.