

TO: All Homeowners of Record
In Matthew Frank

DATE: February 11, 2013

FROM: Board of Directors
Matthew Frank Condominium Association

SUBJECT: NOTICE OF ANNUAL MEETING

All homeowners are hereby notified that the Annual Meeting of Matthew Frank Condominium Association is called as follows:

DATE: Monday, March 11, 2013

TIME: Sign-In at 6:45 p.m.; Call to Order at 7:00 p.m.

PLACE: St. Johns Community Center
8427 N. Central St., Portland

PURPOSE: To transact association business, which may properly come before the meeting or any adjournment thereof.

SUMMARY 1. Roll call.
AGENDA: 2. Proof of notice of meeting or waiver of notice.
3. Reading of minutes of the preceding meeting.
4. Reports of officers.
5. Reports of committees.
6. Election of inspectors of election.
7. Election of directors.
8. Unfinished business.
9. New business.

Free Pizza & Sodas Provided!

If quorum is not met pursuant to ORS 100.408, the meeting will be immediately adjourned and called back to order at the reduced quorum rate of 20%

PROXY: A Proxy is enclosed for your convenience. **PLEASE RETURN YOUR PROXY WHETHER OR NOT YOU PLAN TO ATTEND THE ANNUAL MEETING.**

Community - Manager April Carroll 503-670-8111 ext. 254

Email to: Laura.lynn@managementtrust.com

Mail in the enclosed envelope – Fax to 503-670-0775

PROXY

**MATTHEW FRANK CONDOMINIUM ASSOCIATION
ANNUAL MEETING
MONDAY, MARCH 11, 2013
PORTLAND, OR**

INSTRUCTIONS: A quorum of at least 40% of Matthew Frank Owners must be represented at the Annual Meeting in person or by proxy to hold a legal meeting.

Please complete and return this Proxy by noon on March 11, 2013. If you attend the meeting, you may reclaim your Proxy and vote in the usual manner.

Proxy Appointment: I appoint the following as my proxy for the purposes of establishing a meeting quorum and voting in elections for Directors to the Board:

CHECK ONE:

OPTION #1: Name of Proxy: _____. If my Proxy fails to attend the meeting, this proxy may be reassigned to the Chair of the Board.

OPTION #2: To establish quorum only.

IN WITNESS WHEREOF,

I have executed this proxy on this _____ day of _____, 2013.

Address: _____

(Signature of Owner)

(Please Print Owner's Name)

NOMINATIONS: On the back of this Proxy is a form to nominate candidates for election to the Association's Board of Directors. Two (2) positions will be filled at the meeting. If you wish to nominate the candidates of your choice, please fill out the enclosed form.

Please note you must be present to accept the nomination.

Additional Proxy information can be found on the Web Portal using your individual Web access sign-in code at www.Managementtrust.com.

NOMINATIONS TO THE BOARD OF DIRECTORS
MATTHEW FRANK CONDOMINIUM ASSOCIATION
ANNUAL MEETING
MONDAY, MARCH 11, 2013

I nominate the following homeowners to be considered at the Annual Meeting for election to the Board of Directors of the Matthew Frank Condominium Association:

Name of Nominated Owner(s)

Address & Telephone Number(s)

Address _____

Phone _____

Address _____

Phone _____

Address _____

Phone _____

Address _____

Phone _____

(Your Signature)

(Please Print Your Name)

CURRENT BOARD

Colleen Hermann-Franzen - *Vacant* **Kathleen McCabe**- *Term Ending*

Christopher Glanville **Tyler Aschcraft** **Jennifer Rollins**

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1. You may use this form to place your own name into nomination or to nominate another homeowner. **Please note you must be present to accept the nomination.**
 2. Please complete the Proxy and Nomination Form and return by: 1) mailing it in the self-addressed, stamped envelope, 2) Faxing to: 503-670-0775 or 3) Emailing to: Liz.sleight@managementtrust.com by noon on **March 11, 2013.**
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