



Abaris Real Estate Management, Inc.

1101 Wootton Parkway # 820, Rockville MD 20852

Maryland: 301-468-8919 · Fax: 301-468-0983

Virginia: 703-437-5800

abarisrealty.com

October 7, 2026

Dear Cloisters HOA Homeowners,

In accordance with the documents which govern the HOA, this letter will serve as official notification of the Annual Meeting. The Annual Meeting will be held virtually on Monday, December 7, 2026 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/9144800786?pwd=EeNIFVtGZyAhfhx13R4iVD0zopo8h2.1>

Dial In: 301-715-8592
Meeting ID: 914 480 0786
Passcode: 151661

The purpose of the Annual Meeting will be to elect two (2) members to the Board of Directors of the Association for 3-year terms. One position is held by Olga Gordon and the other position is currently vacant. If you are interested in serving as a Director on the Board, please complete the enclosed Nomination Application and return it to Abaris Real Estate Management at the following address, fax number or email:

Abaris Real Estate Management
1101 Wootton Parkway, Suite #820
Rockville, MD 20852
Fax: 301-468-0983
Email: customercare@abarisrealty.com

PLEASE NOTE:

The Montgomery County Commission on Common Ownership Communities (CCOC) has launched an 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.

NEW MARYLAND LAW ON BOARD ELECTIONS:

A new law was recently passed in Maryland which requires Board elections, including the collection and counting of ballots and certification of results, to be conducted by independent parties who:

- Are not candidates in the election
- Do not have a conflict of interest regarding any candidate in the election
- Are not affiliated with the Management company or a current Board member
- An owner is an independent party if the owner meets the above requirements and does not electioneer for any candidate and is not subject to an objection by more than 25% of the eligible voting members

The use of a third party electronic voting company to conduct the upcoming election would be an unbudgeted expense for the Association that costs approximately \$800. **Any owner who is an independent party meeting the above requirements who is interested in serving as the Condo's Inspector of Election should voice their interest by emailing customercare@abarisrealty.com** The Inspector of Election will be the recipient of all homeowner votes and will count the votes following the Annual Meeting and provide the election results to Abaris to be announced to the community.

To ensure that your name is placed on the ballot, please return your Nomination Application **no later than Friday, October 30, 2026**. A second notice which will include the agenda for the Annual Meeting will be sent to all owners at least two weeks prior to the meeting date. If you should have any questions regarding this matter, please do not hesitate to contact me directly at the above letterhead number. Please mark your calendar to participate in the upcoming virtual Annual Meeting!

Sincerely,



Kaitlyn Ambush, CMCA
Community Manager

**CLOISTERS HOA
BOARD OF DIRECTORS
NOMINATION APPLICATION**

I, _____, hereby submit my name for consideration
of nomination for the Board of Directors of the Cloisters HOA election.

Occupation: _____

Education: _____

Experience: _____

Outside Activities: _____

Attributes which contribute to the effectiveness of the Board: _____

SIGNATURE _____ DATE _____

**PLEASE RETURN NO LATER THAN FRIDAY, OCTOBER 30, 2026 TO ABARIS REAL ESTATE
MANAGEMENT, 1101 Wootton Parkway, #820, Rockville, MD 20852 OR BY FAX (301)468-
0983 OR BY EMAIL customercare@abarisrealty.com**