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

November 13, 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. As of this writing, three nomination applications have been received from Christopher Fletcher, Olga Gordon and Ernesto Pineda. Nominations will be taken from the floor at the meeting. Please note that any person(s) nominated from the floor at the Annual Meeting must be an owner in good standing and present at the meeting to accept the nomination in order to run for the Board.

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 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

We are pleased to announce that homeowner, John Langer has volunteered to serve as the Inspector of Election, saving the HOA approximately $800 which would have been the cost for a third party electronic voting company to conduct the upcoming election. 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.

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 to Inspector of Election, John Langer by no later than 5 pm on December 7, 2026 as follows:**
John Langer, Inspector of Election
5971 Valerian Lane
Rockville, MD 20852
NewWorkAcct30@Outlook.Com

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 which must be returned to John Langer, Inspector of Election by 5:00 p.m. on December 8, 2026. The votes will then be counted, and the election results announced the following day.

A quorum of 10% of Owners is required by the Association's Bylaws to hold the Annual Meeting. If the number of members present at the meeting is insufficient to obtain a quorum, an additional meeting may be called in accordance with the requirements of Section 5-206 of the Maryland Non-Stock Corporate Article, and those in attendance at that subsequent meeting will constitute a quorum. As such, please note that if quorum is not obtained at the meeting as originally scheduled, the Association intends to hold a recalled meeting at 7:00 pm on March 1, 2027 using the same link and call instructions 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!

Sincerely,



Kaitlyn Ambush, CMCA
Community Manager

CLOISTERS HOMEOWNERS ASSOCIATION

Virtual Annual Meeting
Monday, December 7, 2026
7:00 P.M.
HELD VIA ZOOM
https://abarisrealty.zoom.us/j/9144800786?pwd=EeNIFVtGZyAhfhx13R4iVD0zopo8h2.1

AGENDA

1. Call to Order
2. Proof of Quorum
3. Proof of Notice of Meeting
4. Approval of last year's Annual Meeting Minutes
5. Reports from the Board
6. Election of two (2) Directors
    a. Nominations from the floor
    b. Statements from candidates
    c. Voting
    d. Results of Election to be announced after December 8, 2026
7. Unfinished business
8. New business
9. Adjournment

CLOISTERS HOA
ANNUAL MEETING
DECEMBER 7, 2026
PROXY

I/We, the undersigned hereby appoint Inspector of Election, John Langer, as Proxy, and hereby authorize him to represent and to vote for the purposes described below, all votes appurtenant to Address_____ of the Cloisters HOA respectively, at the virtual meeting of the Association to be held on December 7, 2026, at 7:00 P.M., or any adjournment thereof. In the event that a quorum is not reached on December 7, 2026, 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 Cloisters HOA and have executed the foregoing Proxy by virtue of such ownership in accordance with the provisions of the By-Laws of the Association.

_____ _____

Homeowner Signature Date

CLOISTERS HOA
ABSENTEE BALLOT
ANNUAL MEETING OF THE HOMEOWNERS ASSOCIATION
DECEMBER 7, 2026

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 a unit owner 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 two (2) 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.

VOTE FOR NO MORE THAN TWO (2) CANDIDATES

[ ] Christopher Fletcher

[ ] Olga Gordon

[ ] Ernesto Pineda

[ ] _____
Write-In

Please complete and submit the enclosed Directed Proxy to Inspector of Election, John Langer by no later than 5 pm on December 7, 2026 as follows:
John Langer, Inspector of Election
5971 Valerian Lane
Rockville, MD 20852
NewWorkAcct30@Outlook.Com

CLOISTERS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS ANNUAL MEETING

December 1, 2025

MINUTES - DRAFT

Attendance:

Board of Directors:
Olga Gordon
Adam Habbi (absent)
Kory Hankin
Kelly Rothman

Abaris (Property Management):
Kaitlyn Ambush

Homeowners:
Jan Crowe
Mireya Cruz
Steve Ed
Judy Kimpl
Kathy Haung

Proof of Notice
In accordance with Article III, Section 3 of the Bylaws of the Cloisters Homeowners Association, Management reported that written notice of the Annual Meeting was mailed to homeowners on October 21, 2025 and November 10, 2025. That written notice included the purpose, virtual meeting dial in information, date, and time of the meeting.

Proof of Quorum
The December 1, 2025 Annual meeting could not be called to order due to a lack of a 10% membership Quorum in accordance with Article III, Section 4 of the Bylaws of the Cloisters Homeowners Association. As a result there will be a subsequent annual meeting held at the next scheduled board meting on March 2, 2026 at 7:00pm.

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CLOISTERS HOMEOWNERS ASSOCIATION
SUBSEQUENT BOARD OF DIRECTORS
ANNUAL MEETING

March 2, 2026

Attendance:

Board of Directors:
Olga Gordon
Adam Habbi
Kory Hankin
Kelly Rothman

Abaris (Property Management):
Kaitlyn Ambush

Homeowners:
Katie Pineda
Marita Hoppman
Mira Cruz
Ena Solorzano
Chris Fletcher
David & Debi Mengering

Call to Order
The meeting was called to order at 7:00 pm.

Management verified and reported that, in accordance with Section 5-206 (2) of the Annotated Code of Maryland those homeowners in attendance will automatically constitute a quorum under state law. Homeowners Association was represented for voting via WebEx (10) Ten as part of the subsequent Annual Meeting.

Proof of Notice
In accordance with Article III, Section 3 of the Bylaws of the Cloisters Homeowners Association, Management reported that written notice of the Subsequent Annual Meeting was mailed to homeowners on December 20, 2025. That written notice included the purpose, virtual meeting dial in information, date, and time of the meeting.

Appointment of Voting Inspectors
Abaris Reality was appointed as voting inspectors for purposes of counting ballots cast in person and via proxy.

Nominations
Management reported that one candidate had submitted a nomination application for the one (1) position open for three-year terms beginning January 1, 2026 for consideration for election to the Board of Directors. Kelly Rothman submitted an application.

Results of Election
Kelly Rothman was elected to the position by winning votes.

Approval of Minutes of Previous Annual Meeting
The draft minutes to the Annual Meeting on December 2, 2024, which were reviewed by the Board at the March 3, 2025 meeting, were distributed to Board members. A motion was made and passed to approve those minutes as submitted.

Adjournment
The meeting was adjourned at 7:15pm.

CLOISTERS HOA
BOARD OF DIRECTORS
NOMINATION APPLICATION

I, **Christopher M. Fletcher**, hereby submit my name for consideration of nomination for the Board of Directors of the Cloisters HOA election.

Occupation: Attorney

Education:

- Bachelor of Science in Business Administration (B.S.BA) with a focus in Transportation, Logistics and Marketing - The Ohio State University Max B. Fisher
- Master of City and Regional Planning (M.C.R.P) with a focus in Real Estate Development - The Ohio State University – Austin E. Knowlton School of Architecture
- Juris Doctor (J.D.) – The Ohio State University – Michael E. Moritz College of Law

Experience: I am a seasoned attorney with over 18 years of experience. For much of my career, I have served as general counsel managing legal offices comprised of senior, mid-level, and junior attorneys. However, earlier in my career I served in various litigation positions acting in roles as both a prosecutor and defense counsel. Currently, I serve as the Managing Deputy Prosecutor in the litigation of complex Law of War crimes. Throughout my legal career, I have not only managed complicated portfolios and led teams of 50+ plus individuals, but have also engaged in project management efforts related to the provision of legal services.

Outside Activities: Girls Scout/ Brownie Troop Volunteer, Cycling.

Attributes which contribute to the effectiveness of the Board:

I am detail oriented, have experience in negotiating, and can effectively communicate both orally and written. Additionally, I am a proven leader on men and women. If elected to the board, I would implement the following priorities:

- **Financial Stewardship**: Assess landscaping and vendor contracts to optimize operating costs, protect property values, eliminate waste, and maintain well-funded reserves.
- **Moderate Dues Increases**: Balance smart contract negotiations with proper reserve funding to minimize year-over-year dues increases.
- **Protect Amenities**: Maintain and enhance community amenities for maximum enjoyment and value.
- **Homeowner Engagement**: Maintain open, responsive communication and address owner concerns promptly.

SIGNATURE  **DATE** 28 October 2026

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

CLOISTERS HOA
BOARD OF DIRECTORS
NOMINATION APPLICATION

I, **Olga Gordon, neé Grishko**, hereby submit my name for consideration of nomination for the Board of Directors of the Cloisters HOA election.

Occupation:	Senior Accountant, actively-licensed CPA
Education:	University of Maryland; B.S. Accounting and Supply Chain Management, Minor Astronomy
Experience:	• General ledger accounting and financial statement preparation in a variety of industries including real estate, insurance, and public sector
Outside Activities:	Conservation landscaping/gardening, camping and hiking, cooking, traveling, and reading

Attributes which contribute to the effectiveness of the Board:

- Have held current Cloisters HOA board member position for 4 years
- Experience with working with Cloisters HOA board members on large projects, such as the 2023 neighborhood paving project, which included outlining project scope, reviewing the bids provided by Abaris, and monitoring project completion/addressing homeowner concerns.
- Familiarity with financial/accounting processes, financial statements and budgets, and accounting software
- Experience with communicating with MD and MoCo elected officials and staff regarding residential homeowner issues and document research
- Desire to maintain the Cloisters as a safe, welcoming, enjoyable, and environmentally-friendly place to live and to increase homeowners' involvement in managing our community

SIGNATURE Olga Gordon **DATE** 11/8/2026

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CLOISTERS HOA
BOARD OF DIRECTORS
NOMINATION APPLICATION

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

Occupation:	Consultant
Education:	Cornell University (MBA), Georgetown University (School of Foreign Service, MA)
Experience:	• As a homeowner, I have worked with the Board on home improvement requests. • I have also worked alongside neighbors to advocate for our community.
Outside Activities:	Fitness

Attributes which contribute to the effectiveness of the Board:

- I build consensus at work and as a volunteer.
- I would listen to neighbors, help the Board agree on priorities, and keep residents informed about progress.

SIGNATURE **Ernesto Pineda** **DATE** November 10, 2026

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

ABARIS

CLOISTERS HOA

Financial Statement Summary

October 2026 | All figures as of October 31, 2026

Cash Position

The association holds $263,449.43 across three accounts:

Account	Balance
NCB Operating Checking	$8,490.18
Capital Bank Money Market	$114,468.35
Atlantic Union Bank Money Market	$140,490.90
Total Cash	**$263,449.43**

All three accounts are reconciled to the bank statements with no uncleared or unreconciled items. The money markets earned $655.58 in interest in October: $253.46 at Capital Bank (2.73% APY) and $402.12 at Atlantic Union (3.47% APY).

Replacement Reserves

The reserve balance is $171,151.12. It started the year at an audited $168,501.83, received $19,669.20 in year-to-date transfers, and paid out $17,019.91 in reserve expenditures. October's $1,967 reserve transfer went into the Atlantic Union account as scheduled.

Operating Results

	October Actual	October Budget	YTD Actual	YTD Budget
Income	$16,225.58	$16,525.00	$169,466.57	$165,250.00
Expenses	$10,860.95	$14,129.49	$147,914.23	$155,600.90
Net Income	**$5,364.63**	**$2,395.51**	**$21,552.34**	**$9,649.10**

- **October:** Income was $299.42 under budget. Expenses were $3,268.54 under budget, mostly because there were no maintenance, repair or insurance payments this month.
- **Year to date:** Income is $4,216.57 ahead of budget and expenses are $7,686.67 under budget.
- **October payments:** The management fee, trash removal, landscaping, five Pepco electric bills and the reserve transfer, totaling $10,861.03. Deposits into operating were $15,725.00.

Budget Lines to Watch

Some line items are already at or past their full-year budget with two months left:

- **Snow removal:** $17,965.25 spent against $11,556 budgeted year to date. That is $6,409.25 over to date, with $8,034.75 left in the $26,000 annual budget for November and December.
- **Tree care:** $8,930, which is over its $8,630 annual budget.
- **Legal:** $1,677, which is over its $1,000 annual budget.

- **Real estate taxes:** $3,505.60, which is over its $3,000 annual budget.
- **Community inspections:** $3,090, the full annual budget.

These are offset by large underspends:

- **Grounds maintenance and repairs:** $500 spent of $10,833 budgeted to date.
- **Storm water maintenance:** Nothing spent of $4,167 budgeted to date.

Delinquencies

Total receivables are $4,347.00 across seven accounts.

Category	Accounts	Amount	Share
Prior owner, over 90 days (with collection attorney)	1	$3,587.00	82.5%
Current, 0–30 days	6	$760.00	17.5%
Total	**7**	**$4,347.00**	**100%**

- **Prior-owner account:** All over 90 days and with the association's collection attorney. The balance includes bankruptcy-related fees and legal fees.
- **Six 0–30 day accounts:** $760.00 combined, mostly a single month's assessment of $135–$155. One of these is pending settlement, and one is a $25 returned-payment (NSF) fee from a prior owner.

Prepaid Owners

Eighteen owners have prepaid a combined $5,337.00, including small credits on two prior-owner accounts.