



July 24, 2020

RE: CPOA 2020 ANNUAL MEETING

Dear Cordillera Property Owner:

The CPOA Board of Directors set Friday, August 28, 2020 at 1:00 p.m. as the date and time of the CPOA Annual Owners' Meeting. This meeting is for the purpose of electing two directors to the CPOA Board of Directors and reviewing and discussing CPOA business as reflected on the enclosed agenda. Due to COVID-19, the Eagle County Public Health Order and social distancing guidelines, the Annual Meeting will be held virtually through a web-based platform. As such, for this year's election of directors, property owners are encouraged to vote online or by proxy. Jerry Oliver of Porterfield & Oliver, LLC will serve as CPOA's election official and will oversee the election process.

The following meeting materials are enclosed for your information:

- Notice and Agenda of the Annual Meeting to be held virtually.
  - **WEBINAR INFORMATION AND INSTRUCTIONS** -To watch and/or join the meeting from your computer, tablet or smartphone please register for the "CPOA Annual Meeting - August 28, 2020 on August 28, 2020 1:00 PM MDT" at: <https://attendee.gotowebinar.com/register/6993429823137216016>  
After registering, you will receive a confirmation email containing information about joining the webinar.  
This meeting is protected by a case-sensitive password: **CordilleraVotes**
  - **USING YOUR PHONE:** You can also dial in using your phone.  
United States: +1 (415) 655-0060  
Access Code: 574-471-227  
Audio PIN: Shown after joining the webinar.  
**If you attend only using your phone you will not be able to provide public comment.**
- [Draft Minutes of the CPOA 2019 Annual Meeting.](#)
- [Biographies](#) for the candidates who self-nominated to fill the two (2) open positions on the CPOA Board of Directors.
- Election Documents: The election of two directors will be voted on by the Property Owners prior to the Annual Meeting. Related to this item, an Official Proxy and Proxy Ballot for the Election of Directors is enclosed for all Property Owners. The proxy designates the Secretary of the CPOA to vote, on your behalf, on all such matters requiring a vote of the Members of the Association subject to your direction with respect to your vote cast for the two open director positions.
- Instructions for Voting: You may vote in one of three ways: in person at the Annual Meeting (see specific instructions below), online, by proxy by filling out and returning the Official Proxy and Proxy Ballot for the Election of Directors by using the enclosed self-addressed envelope to Porterfield & Oliver, LLC, PO Box 3149, Vail, CO 81658 or by walking your ballot into the Cordillera Administration Office located at 408 Carterville Road. There will be locked ballot box at the front reception desk where you

can drop off ballots. **You may only vote by one of these methods. You will receive a ballot for each property you own giving you one vote per property.**

- **ONLINE VOTING** - To vote online, visit our community website at <https://cpoa.ivotehoa.com/register> and follow the instructions to register and vote. Voting instructions include:
  - Step 1: Register to vote - Enter your registration number (this is your proxy ballot number on the enclosed Director Proxy Form located in the upper right-hand corner) and fill out the form with your name, email address and choose a password to register to vote securely online. If you own more than one property, you will need to create a separate email address for each property, as indicated in the instructions, and each email address will be assigned a separate registration number allowing you to cast a vote for each property that you own.
  - Step 2: Director Vote: View and read about the candidates, then vote by clicking the candidate name for whom you wish to vote. You may vote for two candidates. You may also vote for write-in candidates as set forth in the instructions. **Please note that you cannot change your vote once you have cast your ballot.**
- **PROXY VOTING** – To vote by proxy, mark an “x” next to the candidates for whom you wish to vote and then sign, date and fill in your address information on the enclosed Official Proxy and Proxy Ballot for Election of Directors.
  - **The Official Proxy and Proxy Ballot for the Election of Directors must be returned by no later than 1:15 p.m. on Friday, August 28, 2020 by one of the following methods:**
    - (1) **in the enclosed self-addressed envelope to Porterfield & Oliver, LLC, PO Box 3149, Vail, CO 81658; or**
    - (2) **you may drop your ballot off at the Cordillera Administration Office located at 408 Carterville Road in Cordillera.**
- **IN PERSON VOTING**– To vote in person, come to the Cordillera Administration Building on Friday, August 28 at 1:00 p.m. In person voting will conclude at 1:15 p.m. Due to the Eagle County Public Health Order and social distancing guidelines, masks will be required and voters must still attend the CPOA Annual Meeting using the web-based platform. In-person attendance at the Annual Meeting is not permitted.

Should you have questions after reviewing the enclosed materials, please contact Rachel Oys, general manager, at [roys@cordillerametro.org](mailto:roys@cordillerametro.org) or Tracy Stowell, office manager, at [tstowell@cordillerametro.org](mailto:tstowell@cordillerametro.org) or by calling 970-926-1923.

Sincerely,

Board of Directors,  
Cordillera Property Owners Association