

**NOTICE OF SOLICITATION**  
**FOR**  
**VOTES BY ABSENTEE BALLOTS**  
**Association of Unit Owners of**  
**The Quintet Condominium**

**I. Annual Meeting Date and Time.**

**NOTICE** is hereby given to you as a member of the Association of Unit Owners of the Quintet Condominium (“**Association**”) that the Board of Directors to call the Annual Meeting of the Association of be held as follows:

**DATE:**                    **Enter Date**  
**TIME:**                    **Enter Time**

**The Annual Meeting will be held via Zoom video-conferencing service.** The Zoom link and call-in information are included in the official Annual Meeting Notice.

**II. Vote by Absentee Ballot.**

Pursuant to Article 2, Section 2.13 of the Bylaws of the Association of Unit Owners of the Quintet Condominium (“Bylaws”), ORS 100.427, and ORS 65.222, any action, including a vote, that may be taken at the Annual Meeting may be conducted by absentee ballot, aka “proxy ballot” or “written ballot”. As a result, for the purpose of this year’s Annual Meeting, the election of directors and the vote to approve a tax election under IRS Revenue Ruling 70-604 will be conducted by absentee ballot. The result of the voting will be disclosed during the Zoom portion of the Annual Meeting.

**III. Quorum.**

In order to conduct the voting, absentee ballots must be properly executed and returned in sufficient quantity to constitute a quorum and pass the proposals on the ballot. Pursuant to Article 2, Section 2.10 of the Bylaws, amended on January 27, 2001, Quorum for the annual meeting is forty percent (40%) of the total voting rights of all members of the Association present in person or by absentee ballots. However, the Oregon Condominium Act (ORS chapter 100) provides for a means of quorum reduction. Pursuant to ORS 100.408, if the meeting cannot be called to order because 40% of the owners are not present in person or by absentee ballot, then a new meeting shall be called to order at the same time and location with the reduced quorum requirement of 20%

**IV. Delivery of Completed Absentee Ballot.**

Completed absentee ballots must be returned **by no later than Date and Time**. Ballots may be returned to the Office Manager, Maria Correa, at the Association Clubhouse, or by email or fax:

**Clubhouse Address**

6695 W. Burnside Rd.  
Portland, OR 97210

**E-mail Address**

[maria@thequintet.org](mailto:maria@thequintet.org)

**Fax mail Number**

503-297-5598

**V. Cancellation of Completed Absentee Ballot.**

Completed absentee ballots may not be canceled once they have been received by the Association Office Manager, Maria Correa. If an absentee ballot has been sent, either by mail or e-mail, but not received by the manager for whatever reason, then a subsequent absentee ballot may be delivered to the manager.