

Westbrooke Condominium Association  
October 9, 2026

## Notice of 2026 Annual Meeting and Election of Directors

Dear Co-owner:

Pursuant to the Westbrooke Condominium Association bylaws, notice is hereby given for the Annual Meeting of members and election of directors. The meeting will be held as follows:

|                 |                                                                                    |
|-----------------|------------------------------------------------------------------------------------|
| <b>Location</b> | West Bloomfield Parks Connect<br>33230 W. 14 Mile Rd,<br>West Bloomfield, MI 48322 |
| <b>Date</b>     | November 9, 2026                                                                   |
| <b>Time</b>     | Registration 6:00 pm<br>Meeting begins 6:30 pm                                     |

### Purpose of the meeting:

- Elect members of the Association to the Board of Directors, as a result of the expiring terms of all board members. All are running as incumbents.
- Presentation of reports from the Board of Directors
- Brief Co-owner open discussion

If you are unable to attend the meeting, you may designate a voting representative by completing the enclosed Proxy. Also enclosed is a Nomination Form if you would like to nominate an individual to the Board of Directors. If completing a Nomination please return to Encompass no later than end of business November 1, 2026 or bring to the meeting with you.

Please note—any member who is delinquent to the Association may not vote at this meeting. Therefore, your account must be current on the day of the meeting in order to vote.

We look forward to seeing you at the Annual Meeting and thank you in advance for your time.

*Please make an effort to attend the Annual Meeting or complete a proxy to ensure a meeting quorum.*

Sincerely,

Westbrooke Board of Directors

Encompass Management Group

## Westbrooke Condominium Association

### Designation of Voting Representative

The undersigned, being the Co-owner of unit number \_\_\_\_\_ in Westbrooke Condominium Association hereby designates:

\_\_\_\_\_  
(Print the name of the person from your unit who will cast the ballot in person or by proxy)

pursuant to the Westbrooke Condominium Association Bylaws, as the representative of the Association to vote at the meetings of the Association and receive all notices and other communications from the Association on behalf of the undersigned owners.

This Designation of Voting Representative shall remain in effect unless revoked in writing or replaced by an updated Designation of Voting Representative form.

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Co-owner Name Printed

\_\_\_\_\_  
Co-owner Name Printed

\_\_\_\_\_  
Co-owner Name Printed

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Unit Number

**This form is not a Proxy and cannot be used to assign your vote to another Co-owner if you cannot be at the meeting. Rather, this form is used to designate the one person from your unit who will serve as the official voting representative. The Bylaws require that only one person may vote, per unit, at the meeting. That person from your unit should be filled in on the space provided above.**

# Encompass Management Group, LLC

*"Delivering to a higher standard"*

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It is important that you as a Co-owner of Westbrooke Condominium Association be represented at the Annual Meeting. Your personal involvement with this meeting is advantageous to both you and the Association. In the event that you are unable to attend the Annual Meeting, please complete the Proxy Form below.

1. Fill in your Unit Number. If you do not know your unit number, you may contact the Management Company.
  2. Fill in the Name and Address of the person you are designating as your voting representative.
  3. Sign and Date the Form.
  4. Fill in your Address.
  5. Instruct your voting representative to vote on your behalf for the candidates and/or issues at the meeting, or cast a blank ballot for purposes of establishing the necessary quorum at the Annual Meeting.
  6. Send the completed form to the Management Company, or have your voting representative bring the Proxy Form to the Annual Meeting.
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## Proxy

The undersigned, the duly designated voting representative for Unit Number \_\_\_\_\_,  
of Westbrooke Condominium Association, a condominium, hereby appoints and constitutes:

Name: \_\_\_\_\_,

Address: \_\_\_\_\_,

As his/her attorney and proxy to vote at the Annual Meeting of Members of Westbrooke Condominium Association in accordance with the Bylaws of the Association in effect at the time of the election, and any other matter requiring a vote.

Co-owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-owner Address: \_\_\_\_\_

**Please Return to:**

Westbrooke Condominium Association  
c/o Encompass Management Group LLC  
18161 W 13 Mile Rd Ste LL  
Southfield, MI 48076-1113  
Email: [Service@emgcondo.com](mailto:Service@emgcondo.com)

## WESTBROOKE CONDOMINIUM ASSOCIATION

### Nominating Ballot

At the Annual Meeting of Members of the Association, the membership will vote to seat members to the Board of Directors.

**I wish to nominate the following Co-owner(s) for the WESTBROOKE CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS:**

**Co-owner**

**Address**

PLEASE! If you nominate someone to serve, be sure to obtain their approval prior to submitting their name.

I, \_\_\_\_\_, wish to run for a seat on the Westbrooke Condominium Association Board of Directors.

My address is: \_\_\_\_\_

My phone numbers are (Home) \_\_\_\_\_ (Cell/Work) \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this form to Encompass Management at [service@emgcondo.com](mailto:service@emgcondo.com) by the date stated in your annual meeting notice.