



April 17, 2026

RE: Ballot Packet – 2026 Annual Membership Meeting

Dear Homeowner(s),

Enclosed please find a Ballot for your review and completion prior to the upcoming Annual Membership Meeting along with an agenda, voting instructions and supplemental voting information. The Annual Meeting will be hosted in person as follows:

TIME & DATE: 5:30 pm on Wednesday, May 20, 2026

LOCATION: Prince of Peace Lutheran Church
8441 N Indian Trail Rd, Spokane, WA 99208

The Association must achieve a quorum of 25% (58 lots), which is tallied by Ballot submission. Without quorum, the meeting will proceed as scheduled but the voting deadline will be extended until quorum is achieved sufficient to tally the vote. Please refer to the enclosed Voting Instructions for additional information regarding ballot submission.

Please reach out to Rockwood Property Management by any means listed below with any questions or concerns you may have. Thank you for your continued support.

In partnership,

Ponderosa Ridge HOA

c/o Rockwood Property Management

PHONE: (509) 321-5921

EMAIL: ponderosaridgehoa@rockwoodpm.com

WEBSITE: www.ponderosaridgehoa.com



2026 Annual Membership Meeting

5:30pm on May 20, 2026

In-Person: Prince of Peace Lutheran Church
8441 N Indian Trail Rd, Spokane, WA 99208

AGENDA

1. Call to Order: Introductions & Roll Call
2. Proof of Notice
3. Board Member Election
 - a. Call for Nominations from the Floor
 - b. Candidate Introductions
 - c. Vote Online or by Ballot
 - i. Polls close at 6:00pm
4. Financial Report
 - a. 2025 Yearend
 - b. 2026 Year to Date
5. New Business
 - a. Adoption of the 2025 Annual Meeting Minutes
 - b. IRS Tax Resolution 70-604
6. Community Update
7. Committee Reports
8. Adjourn

A Board of Directors Meeting will be held directly following the Annual Membership Meeting, the agenda for which is below:

1. Call to Order
2. Old Business
3. New Business
 - a. Enumeration of Officers
4. Homeowner Forum
5. Adjourn

Voting Instructions

Several options are available for Ballot remittance, each requires that you take specific action by the posted deadline to ensure your vote is counted. Please select ONE of the following voting options. Each lot may vote only once; multiple owners of a single property should discuss their voting preferences prior to submission then cast their vote collectively. The description of each action subject to member vote is detailed on the Ballot, a copy of which is enclosed and posted to the website. Ballots received after the deadlines stated below will be invalid and will not count towards the voting outcome.

1. DELIVER to ROCKWOOD PROPERTY MANAGEMENT OFFICE

Ballots delivered to the RPM office **must be received by 3pm on 5/20/26**. Please select from the following options for delivering your completed Ballot to Rockwood Property Management "RPM" (1421 N Meadowwood Ln Suite 200, Liberty Lake WA 99019):

- a. Personal delivery to RPM. Office hours are Monday through Friday, 9am – 5pm but ballots may be deposited into the green HOA payment collection box (located at the northeastern entrance to the building) at any time up until the deadline stated above.
- b. Courier or first-class US Post. Please allow plenty of time as mail delivery has been inconsistent over the past year.

2. EMAIL TO *PonderosaRidgeHOA@RockwoodPM.com*

Ballots submitted by email **must be received by 6:00pm on 5/20/26**. To submit by email, please complete the enclosed Ballot then scan (or take a picture) and email to the address listed above.

3. VOTE IN-PERSON at the ANNUAL MEMBERSHIP MEETING

Ballots can be submitted in person at the Annual Membership Meeting until the polls close, which is expected to occur at approximately 6pm.

Time/Date: 5:30 pm on Wednesday, May 20, 2026

Location: Prince of Peace Lutheran Church, 8441 N Indian Trail Rd

4. ONLINE BALLOT at *www.PonderosaRidgeHOA.com/online-ballot*

Online Ballots **must be received by 6pm on 5/20/26**. Please visit the website above then follow the prompts to submit your ballot online.

5. VOTE BY PROXY

To vote by proxy, the homeowner must complete the Homeowner Validation section of the attached Ballot and write their Proxyholder's name in the space provided. Your proxyholder must be present at the Annual Meeting to submit the Ballot.

The following information was supplied to the HOA through candidate nomination and was transcribed exactly as submitted.

JEFFREY NEUBERGER Jeff is a veteran of nine years service with the U.S. Navy followed by twenty-five years service as an Air Force chaplain. Jeff arrived in Spokane in 2004 and retired from the Air Force in 2008. In early 2021 Jeff moved from Spokane with his wife Kate to Whidbey Island where they resided until last fall. Jeff has experience with HOA administration, having served on two previous HOA boards. Most recently he served four years as the president of a '55 or Better' community of eighty-nine homes in Oak Harbor, Washington. Jeff's main hobby is photography in which he serves several Spokane organizations as a volunteer photographer.

NOTE: *There are 3 Director Positions up for election but only 1 candidate nomination was received in advance of Ballot distribution. Additional nominations will be called from the floor at the Annual Meeting. If you're interested in serving your community as a member of the Board, please submit your nomination when the final call for candidates is made at the start of the Annual Meeting on May 20.*

BALLOT



2026 Annual Membership Meeting

Per the Bylaws, a quorum must be present to hold a vote on any matter at an Annual or Special Meeting of the Members. Please help us achieve quorum by returning this Ballot to Rockwood Property Management by the deadline set forth in the Voting Instructions. Please complete only **ONE** of the following ballot options:

OPTION 1: QUORUM ONLY

Please count my lot towards quorum for the 2026 Annual Meeting and any adjournment thereof. *(If you select this option, do not complete Option 2.)*

OPTION 2: VOTE BY BALLOT *To submit your vote using this Ballot, please complete the action(s) for vote detailed below:*

➤ **ACTION FOR VOTE: ELECTION of DIRECTORS**

Please select up to three (3) candidates for election to the Board of Directors; mark the box next to the candidate(s) for whom you wish to cast your vote(s):

Jeffrey Neuberger

Write in Candidate (print name): _____

Write in Candidate (print name): _____

Write in Candidate (print name): _____

Homeowner Validation; *this Ballot is not valid until the following information is complete:*

Homeowner's Signature

Print Name

Your Address within Ponderosa Ridge HOA

Date

(OPTIONAL) PROXYHOLDER AUTHORIZATION To vote by proxy, complete the Homeowner Validation section above **AND** write your Proxyholder's name in the space provided below.

"By my completion of this proxyholder assignment, I, the afore signed homeowner, hereby assign my voting rights and authorize my Proxyholder to vote on my behalf at the 2026 Annual Meeting or any adjournment thereof."

Proxyholder Name: _____

Ballots are acknowledged and verified upon receipt by Rockwood Property Management.

c/o Rockwood Property Management • 1421 N Meadowwood Ln. Suite 200, Liberty Lake WA 99019