

# **NOTICE**

**TO ATTEND VIA ZOOM:** The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), by no later than 3:00 p.m., the business day before the date of the meeting.

**TO PROVIDE COMMENTS DURING MEETING VIA ZOOM:** In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their parcel director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), by no later than 3:00 p.m., the business day before the date of the meeting.

**TO: SHAREHOLDERS OF MUTUAL THREE**

**FROM: MUTUAL THREE  
BOARD OF DIRECTORS**

**SUBJECT: SPECIAL MEETING  
(ZOOM CONFERENCE CALL)**

**DATE: MONDAY, NOVEMBER 23, 2020**

**TIME: 1:00 P.M. – 2:00 P.M.**

**LOCATION: ZOOM VIDEO AND CONFERENCE CALL**

**The purpose of this meeting is to discuss and vote to rescind Policy 7560 – Apartment Rental and adopt Policy 7560.03 – Leasing Rules and Regulations. And adopt to 7585.03 – Governing Documents Compliance corrective measures and monetary penalties.**