Rose Bay Homeowners Association, Inc.

To: All Home Owners

From: The Board of Directors

ANNUAL MEETING AND BUDGET PROPOSAL

Meeting will be held December 6, 2018 4:00PM

At CamPros LLC

1800 Pembrook Drive, Suite 300

Orlando, FL 32810

The purpose of this meeting is to elect Directors, adopt the 2019 Budget and other business that comes before the members. All homeowners are encouraged to attend. If you are unable to attend the meeting, please complete the enclosed PROXY and return it in the envelope provided, to be received no later than December 5, 2018. The Proxy must be completed and executed by the designated homeowner of the property in order to be valid. The purpose of the Proxy is to establish a quorum of the membership present in order to hold an Annual Membership Meeting. If there is not a quorum, the Annual Meeting cannot be held.

For those interested in serving on the Board of Directors, you must return your Candidate Information Sheet and Curriculum Vitae by December 5, 2018 to be added to the official ballot. Nominated candidates will be given 3 minutes to introduce themselves and express to the voters how they intend to better serve the community. Ballots will be handed out at the meeting.

Enclosed in this package are the following:

* Notice of the Annual Meeting
* Annual Meeting Agenda
* Proxy and Return Envelope / Instructions for filling out the Proxy
* Candidate Information Sheet
* Proposed 2019 Budget

Questions concerning the meeting or the materials enclosed should be directed to the Community Association Manager, Tammy Christiansen. There will be an organizational meeting to elect new Board of Directors candidates to fill vacancies following the Annual Meeting.

We look forward to seeing you there!

Rose Bay Homeowners Association, Inc.

ANNUAL MEETING DECEMBER 6, 2018

PROXY

**Known all Persons by These Present** that the undersigned appoints the BOD Designee or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the power of submission for and in the name, place and stead of the undersigned, to appear and represent the undersigned at the Annual Meeting of the Association to be held on December 6, 2018 at 4:00pm at CamPros LLC, 1800 Pembrook Drive, Suite 300, Orlando, FL 32810.

Dated this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 2018.

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Print Owner’s Name Owner’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Owner’s Name Owner’s Signature

SUBSTITUTION OF PROXY

The undersigned, appointed as Proxy, does hereby designate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Substitute Proxy Holder*

to substitute for me in the proxy set forth above.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018 x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Proxy Signature*

This Proxy is revocable by unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event shall the Proxy be valid for a period longer than ninety (90) days after the date of the meeting.

PROXY INSTRUCTIONS

1. A Proxy is for the purpose of appointing another person to attend the meeting for you in the event that you might not be able to attend. Proxy must be signed by a property owner.
2. The Proxy must be submitted to the Community Association Manager (CAM) prior to the scheduled time of the meeting. It may be mailed in the enclosed envelope. It is encouraged that your Proxy be mailed as soon as possible.
3. If you appoint someone as your Proxy and later decide you will be able to attend the meeting in person, you may withdraw your Proxy when you register at the meeting.
4. **If you cannot attend the meeting your Proxy must be returned so that it can be counted towards establishing a quorum for the meeting.**

INSTRUCTIONS FOR COMPLETING YOUR PROXY AND BALLOT

**PROXY**

* If you do not plan to be present at the meeting, you are required to complete a Proxy so that you can be counted toward the meeting quorum.
* If you wish the BOD designee to represent you at the meeting, you must fill out the Proxy and leave the Proxy name field blank, write in your address, sign the Proxy and mail it back in the enclosed envelope.
* If you wish to designate a person to be your Proxy and represent you at the meeting, you must fill out he top section of the Proxy completely and print their name in the Proxy name field. This person will sign you in and represent you at the meeting and cast a vote for you.
* Make sure you fill in the date, your property address, print your name and sign the Proxy.
* Your designated Proxy will fill out the SUBSTITUTION OF PROXY section only if that person cannot attend the meeting and they substitute an alternate Proxy for you.
* If you appoint someone as your Proxy and later decide you will be able to attend the meeting in person, you may withdraw your Proxy when you register at the meeting.

**(Proxies not filled out correctly cannot count toward the meeting quorum.)**

**BALLOTS**

* Ballots will be handed out at the meeting when you or your Proxy signs in. There will be an election only if there are more candidates running that there are board positions to fill. The HOA documents state the votes will be cast by secret ballot by the homeowner or their Proxy.

Rose Bay Homeowners Association, Inc.

To: CANDIDATE

From: The Board of Directors

CANDIDATE INFORMATION SHEET

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* BACKGROUND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* EXPERIENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* SUGGESTIONS TO BENEFIT COMMUNITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* AVAILABILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* COLLEGE DEGREES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

PLEASE RETURN BY DECEMBER 5, 2018.

NOTE: *To be eligible to serve as a member on the Board of Directors, a candidate must meet requirements specified in the Declaration of Condominiums or the Bylaws of the Association. A person who is delinquent in the payment of any monetary obligation due to the Association is not eligible to be a candidate.*