



Homeowners Association Inc.

ANNUAL HOMEOWNERS MEETING AND ELECTION OF DIRECTORS
AND ORGANIZATIONAL MEETING OF THE BOARD

The Annual Meeting of the association will be held on **March 20, 2021 at Park Charleston in the parking lot at the corner of Shadowmoss and Harbor Club Drive to comply with social distancing. Please bring your own chair if desired.** The meeting will begin at **2:00 PM** for the purpose of accepting nominations from the floor. It will then recess until **2:15 PM** to allow members to vote. The meeting will reconvene at **2:30 PM** to conclude the voting, count the ballots and conduct the balance of the business meeting.

Immediately following the conclusion of the meeting and organizational meeting of the Board shall be held to elect officers of the Board.

The Annual Meeting will be held for the sole purpose of electing directors and such other business as may lawfully be conducted. An identification of agenda items is as follows:

1. Call to Order.
2. Proof of Notice of Meeting.
3. Report from Management Company
4. Election of Inspectors of Elections.
5. Acceptance of Nominations from the Floor.
6. Recess until 2:15 PM.
7. Reconvening of meeting.
8. Election of Directors.
9. Reading and disposal of any unapproved minutes.
10. Reports of Officers and Committees, if any.
11. Adjournment.

It is very important that you either attend or provide a Proxy in order to have a say in the composition of your Board of Directors.

PROXIES

1. A Proxy is for the purpose of appointing another person to attend and vote for you in the event that you may not be able to attend the meeting. It should be signed by all owners of the Lot.
2. The Proxy should be submitted to the association prior to the scheduled time of the meeting. It can be mailed or hand-delivered, either by you or your proxy. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.
3. If you appoint a 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. A Proxy may be revoked in writing or superseded by a later Proxy to another person. It may also be assigned (substituted) by the person designated on the Proxy to a third person if the person you designate as Proxy decides that he or she will be unable to attend the meeting.
5. A Proxy form is enclosed with this notice for your use, if needed.

Again, please be sure to mail in your Proxy, or attend the meeting to vote it is important to establish a quorum

PARK CHARLESTON HOMEOWNERS ASSOCIATION INC.

P.O. Box 345
Tallahassee, Florida 32302

Phone: 850-364-8609
Fax: 866-511-0881

Dear Owner(s):

The Annual Meeting of the association will be held on **March 20, 2021 at Park Charleston in the parking lot at the corner of Shadowmoss and Harbor Club Drive to comply with social distancing.**

It is important that you plan to attend the Homeowners Association Annual Membership Meeting. In order for the Homeowner Association Annual Meeting to take place, a quorum of the votes entitled to be cast by the Members of the Association must be present in person or proxy. We are inclosing a Proxy for the purpose of obtaining a quorum for the annual meeting. **A PROXY CANNOT BE USED FOR PURPOSES OF VOTING FOR OR ELECTING A BOARD MEMBER.** The proxy should be filled out and signed, as explained below. If you appoint a proxy holder and later decide you will be able to attend the Meeting in person, you may withdraw your Proxy when you register at the Meeting.

When completing your Proxy, please be sure to follow the following steps:

1. Fill in your property address.
2. Fill in the name of your designated proxy holder in the blank space provided in the Proxy. (If you select someone other than a Board Member, please make sure that your designated proxy holder will be attending the meeting). **YOUR PROXY WILL ONLY BE UTILIZED FOR THE PURPOSE OF ACHIEVING A QUORUM. PROXIES MUST BE RETURNED PRIOR TO THE PRESIDING OFFICERS CALLING THE MEETING TO ORDER.**
3. Date the Proxy
4. The Proxy should be signed by the designated Voting Representative
5. The Proxy and Voting Certificate (if Applicable) should be returned to the Association prior to the call of order of the meeting

PLEASE BE SURE TO EITHER ATTEND THE MEETING OR SUBMIT THE ENCLOSED PROXY. IF YOU SHOULD HAVE ANY QUESTIONS REGARDING THESE PROCEDURES, PLEASE CONTACT MIKE BOGESS, THE PROPERTY MANAGER (850)443-8395. THANK YOU FOR YOUR ASSISTANCE.

PROXY FORM

KNOW ALL PERSONS BY THESE PRESENT:

The undersigned owners, or their voting representative, of _____
(Property Address)

_____ in **Park Charleston Homeowners Association Inc.**, hereby constitute and appoint the **secretary of the association, his designee, or _____**, as nominee, and proxy with powers of substitution for and in the name and place of the undersigned, to appear, represent, and cast votes only as I specifically instruct in reference to the following matters to come before the **Park Charleston Homeowners Association Inc.**, Annual/Special Meeting to be held on **March 20, 2021**, at **2:00pm**, at **Park Charleston in the parking lot at the corner of Shadowmoss and Harbor Club Drive to comply with social distancing.**

General Powers

(check here) _____ I hereby authorize and instruct my proxy to use his best judgment on all matters which properly come before the meeting as may be authorized by Section 720.306(6), Florida Statutes.

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation and revoke all prior proxies previously executed.

DATED: _____
HOME OWNER SIGNATURE

*** If you will be unable to attend this meeting, please complete and return this Proxy Form to **Park Charleston Homeowners Association Inc., P.O. Box 345, Tallahassee, FL 32302** by March 20, 2021 or have Proxy Holder bring it to the Annual/Special Meeting!

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above.

DATED: _____
PROXY

(In no event shall this proxy be valid for a period of longer than 90 days after the date of the first meeting for which it was given.)