

# WINDSOR PLACE CONDOMINIUM ASSOCIATION, INC.

*A Corporation Not-For-Profit*

**c/o Vesta Property Services  
12250 Tamiami Trail E., Suite 207  
Naples, FL 34113**

January 14, 2019

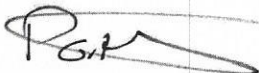
To All Unit Owners  
Windsor Place Condominium Association Inc.

Dear Unit Owners,

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about proxies:

1. A proxy is for the purpose of appointing another person to vote for you as you specifically direct (except for non-substantive items) in the event that you might not be able to attend the meeting. It must be signed by all owners of the unit or the designated voter.
2. Thirty three percent (33%) of all Association members (39 Unit Owners), minimum, must be present, in person or by proxy, at the Annual Meeting for a quorum to be reached so that business may be conducted.
3. The signed proxy should be submitted prior to the scheduled time of the meeting. It can be mailed to the Association in the enclosed pre-stamped return envelope, or it can be hand-delivered, either by you or your proxy, to the offices of Vesta Property Services. It can also be scanned and emailed to [Pgabart@vestapropertyservices.com](mailto:Pgabart@vestapropertyservices.com), or faxed to 239-919-3178. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration. Again, please be sure that the proxy is properly signed and dated before returned to the association in the manners provided above.
4. If you appoint a proxy and later decide that you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
5. A proxy may be revoked in writing or superseded by a later proxy to another person.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 is unable to attend the meeting.

By Order of the Board of Directors



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Philippe Gabart, Property Manager

Sincerely,  
Board of Directors



12250 Tamiami Trail East, Suite 207  
Naples, FL 34113  
239-747-7227, f 239-919-3178  
pgabart@vestapropertyservices.com

[www.VestaPropertyServices.com/sw](http://www.VestaPropertyServices.com/sw)

**PLACE AT BERKSHIRE LAKES  
WINDSOR CONDOMINIUM ASSOCIATION, INC.**

**SECOND NOTICE OF 2019 ANNUAL MEMBERS' MEETING AND AGENDA  
AND  
NOTICE OF ORGANIZATIONAL MEETING OF BOARD**

**DATE:** Wednesday, February 13, 2019  
**TIME:** 7:00 p.m.  
**LOCATION:** Berkshire Lake Clubhouse, 495 Belville Blvd., Naples, FL 34104

**ANNUAL MEMBERS' MEETING AGENDA**

1. **Call to Order.**
2. **Determination of Quorum and Proxies.**
3. **Proof of Notice.**
4. **Reading or Disposal of Minutes of Last Members Meeting.**
5. **Reports of Officers.**
6. **Election of Directors:**  
Pursuant to Florida law, an election of the Directors is not required since the number of persons wishing to run for the Board does not exceed the number of positions to be filled.
7. **Unfinished Business**
8. **New Business:**
  - a) Excess funds rollover (Note: this proposal requires approval by a simple majority of the units present in person or by proxy).
  - b) Waiver of audit in favor of report of cash receipts and expenditures (Note: this proposal requires approval by a simple majority of the units present in person or by proxy).
  - c) Consideration for Member Approval: Painting of exterior "bands" around building the same color as building [alteration of common elements, this proposal requires 2/3 of the total voting interests).
9. **Adjournment.**

**ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing Officers of the Association and such other business, as may lawfully be conducted.

**AGENDA**

1. **Call to Order and Certification of a Quorum.**
2. **Proof of Notice of Meeting.**
3. **New Business:**
  - a) Election of Officers.
4. **Adjournment**