

# **Windsor Place at Berkshire Lakes Condominium Association, Inc.**

3940 Radio Road, Suite 112 • Naples, FL 34104

(239) 649-6357 *office* • (239) 649-7495 *fax*

## **•SECOND NOTICE• 2016 Annual Meeting & 2016 Annual Election of Board of Directors**

### **TO ALL MEMBERS:**

In accordance with the Bylaws of the Association, Section 718.112(2)(d), Florida Statutes and Rule 61B-23.0021, Florida Administrative Code, you are hereby notified that THE ANNUAL ELECTION OF DIRECTORS & ANNUAL MEMBERS' MEETING will be held at the following date, time and place:

**Wednesday, February 10, 2016  
at 7:00 p.m.  
Berkshire Lakes Master Club House  
495 Belville Blvd, Naples, FL 34104**

The number of eligible candidates for the Board did not exceed the number of impending Board vacancies, therefore balloting is not necessary for this year's election. The following candidates (in alphabetical order) will serve on the Board of Directors: Timothy Donnelly, Ernest Kenez Jr., Walter Sanford and Susan Todaro.

### **AGENDA**

1. Call for any additional proxies
2. Call Meeting to Order
3. Certify Proxies and Certification of a Quorum and the number of persons present in person and by proxy. (All members present in person should have signed in, and all original proxies should be in the President's hands)
4. Certify Notice of Meeting
5. Reading or waiver of reading the minutes of the last members' meeting
6. Officer and Committee Reports
7. New Business
  - a. Introduction to the 2016 Board of Directors
  - b. Results of Proxy Voting
8. Adjournment

---

### **ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**

To immediately follow adjournment of the Members' meeting.

### **AGENDA**

1. Call Meeting to Order
2. Establish a Quorum
3. Election of Officers (designate check signers)
4. Adjournment