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WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

SECOND NOTICE OF 2020 ANNUAL MEMBERS' MEETING AND AGENDA AND NOTICE OF ORGANIZATIONAL MEETING OF BOARD

DATE: Wednesday, February 12, 2020
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).
- 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**

WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-For-Profit

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

January 13, 2020

To All Unit Owners
Windsor Place at Berkshire Lakes 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 dkosmala@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

Denise Kosmala, CAM

Sincerely,
Board of Directors

WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

Limited Proxy

The undersigned, Owner(s) or designated voter of Unit No. ____ in WINDSOR PLACE AT BERKSHIRE LAKES, A CONDOMINIUM, appoints

(PRINT NAME OF PROXYHOLDER)

or (if left blank) **Anneke Koop, Vice-President** as my proxyholder to attend the meeting of the members of WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC., to be held **Wednesday, February 12, 2020 at 7:00 p.m.**, at the **Berkshire Lakes Clubhouse, 495 Belville Blvd., Naples FL 34104**. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder's authority is limited as indicated below:

GENERAL POWERS (You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxyholder to vote on other issues which might come up at the meeting and for which a limited proxy is not required).

_____ I authorize and instruct my proxy to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW).

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should any excess amount of funds collected for the operation of the Condominium in fiscal year 2019 be rolled over for use to pay operating expenses in the fiscal year 2020? (A yes vote will make these funds non-taxable by the IRS. The Board of Directors recommends a YES vote.)

_____ YES _____ NO

2. Should an annual report of cash receipts and expenditures be prepared for 2019 in lieu of a reviewed or audited financial statement? (Unless a majority of the owners vote for a report of cash receipts and expenditures, a reviewed or audited annual financial state must be prepared by a CPA, which ranges from \$3,000 to \$5,000.)

_____ YES _____ NO

DATE: _____

SIGNATURE of OWNER OR DESIGNATED VOTER

DATE: _____

SIGNATURE of OWNER OR DESIGNATED VOTER

SUBSTITUTION OF PROXYHOLDER

The undersigned, appointed as proxyholder above, designates _____ to substitute for me in voting the proxy as set forth above. (print name)

Signature of proxyholder Date: _____

THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.