

TROPICAL COURT APARTMENTS ASSOCIATION, INC.

C/O Sunstate Association Management Group, Inc.
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TO ALL MEMBERS:

On **Wednesday, July 29, 2020, at 10:00AM, (sign in at 9:30AM)** at the **Sunstate Management Group, 228 Ponce de Leon, Venice, FL 34285**, there will be an election of directors and Annual Meeting for Tropical Court Apartments Association, Inc. An identification of agenda items is as follows:

1. Call to order by President.
2. At the discretion of the President, appointment by the President of a chairman of the meeting (who need not be a member or director).
3. Calling of the roll, certifying proxies and determination of quorum.
4. Proof of Notice of Meeting
5. Reading and disposal unapproved minutes.
6. Reports of Officers
7. Report of Committees
8. Unfinished Business
9. New Business
 - (a) Vote on Rollover of Excess Funds
 - (b) Vote on Statutory Reserve Funding
10. Adjournment

There are three (3) director positions to be filled and five (5) candidates running. A ballot and the required envelopes are included in this package. Voting for more than three (3) candidates will invalidate your ballot.

NOTE: An organizational meeting of the Board of Directors will be held immediately upon the adjournment of the annual meeting for the purpose of electing officers and such other business as may lawfully be conducted. The directors present at the annual meeting may decide to defer the organizational meeting to a later time, in which case notice will be given through further posting.

BOARD MEETING UPON ADJOURNMENT OF ANNUAL MEETING

1. Certifying Quorum – Call to Order
2. Proof of Notice of Meeting
3. New Business
 - (a) Elect Officers
 - (b) Disposal of Unapproved Minutes
4. Adjournment.

A majority of all Association Members (a “quorum”) must be present, in person or by proxy, at the meeting, in order for the business to be conducted. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business other than the election of Directors. If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

OVER

VOTING BY PROXY

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. The proxy should be submitted to the Association Secretary **prior to the scheduled time of the meeting**. It can be mailed to the Association 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 Annual Meeting.

Dated: June 29, 2020

BY ORDER OF THE BOARD OF DIRECTORS

Lynn Lakel

Lynn Lakel, LCAM