

**SECOND NOTICE OF ANNUAL MEETING
AND ELECTION OF DIRECTORS OF
BOCA LAKES CONDOMINIUM ASSOCIATION, INC.**

TO ALL MEMBERS:

On **Wednesday, January 8, 2025 at 7:00 P.M.**, at the **Clubhouse**, located at **8768 Chevy Chase Drive, Boca Raton, FL 33433**, the Annual Meeting of **Boca Lakes Condominium Association, Inc. (the "Association")** will be held for the purpose of electing three (3) directors for a two (2) year term, and such other business as may be lawfully conducted.

An identification of agenda items is as follows:

1. Calling of the roll and certifying of proxies;
2. Proof of notice of meeting or waiver of notice;
3. Reading and disposal of any unapproved minutes;
4. Reports of officers;
5. Reports of committees;
6. Election of Directors;
7. Unfinished business;
8. New business;
9. Adjournment.

A majority of the votes of the entire membership of the Association (a "quorum") must be present, in person or by proxy, at the meeting in order for the business of the meeting to be conducted, excluding election of Directors. **No quorum is necessary for the election of Directors. However, at least twenty percent (20%) of the eligible voters must cast a ballot in order to have a valid election of Directors.**

Enclosed with this Notice is a General Proxy to establish a quorum only, a Voting Certificate in the event your Unit is owned by more than one person or a corporation, a Ballot for the election of Directors as well as any Information Sheets prepared and timely submitted by candidates for the Board, along with envelopes. The candidates are solely responsible for the contents of their statements. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is not in the position to verify the accuracy of the information or statements contained therein, and disclaims any responsibility for the information contained within the Information Sheets.

PLEASE FOLLOW INSTRUCTIONS FOR MARKING PROXY AND BALLOT THAT FOLLOW

INSTRUCTIONS FOR MARKING PROXY

If you are unable to attend the Annual Meeting in person and wish to return the proxy for quorum purposes only, please note the following information:

1. A **proxy** must be signed by the owner or voting representative of the Unit. If a Unit is owned by more than one person, the person entitled to cast the vote for the Unit shall be designated in a certificate, signed by all of

the recorded owners of the Unit and filed with the Secretary of the Association. If a Unit is owned by a corporation, the officer or employee thereof entitled to cast the vote of the Unit for the corporation shall be designated in a certificate, signed by the President or Vice President and attested to by the Secretary or Assistant Secretary of the Corporation, and filed with the Secretary of the Association. **If you intend to vote for Directors and do not attend the Annual Meeting, you must vote by use of the enclosed Election Ballot. PROXIES MAY NOT BE USED IN THE ELECTION OF DIRECTORS.**

2. The proxy should be submitted to the Association **prior to the scheduled time of the meeting** if you designate the Secretary as your proxy holder. It can be hand-delivered, either by you or your proxy holder, or mailed to the Association at: **8768 Chevy Chase Drive, Boca Raton, FL 33433**. In order to avoid delay in registration, it is encouraged that the proxy be submitted as long before the meeting as possible.
3. **If you designate an owner as your proxy holder that owner must attend the meeting with your proxy.** If you appoint a proxy and later decide 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, **superseded** by a later dated proxy, or **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.

INSTRUCTIONS FOR MARKING AND RETURNING BALLOT FOR DIRECTORS

1. The enclosed ballot lists alphabetically, by surname, all candidates who are eligible to run for the Board. There will be **THREE (3)** Directors elected. Please vote for no more than **THREE (3)** candidates by marking the ballot with an "X" on the line next to the candidate's name.
2. **The completed ballot must be placed and sealed in the ballot envelope.** The ballot envelope must then be placed and sealed in the larger envelope and sent to the Association, at the following address (already noted on the larger envelope): **8768 Chevy Chase Drive, Boca Raton, FL 33433**.
3. **You must fill in the unit information on the outside of the larger envelope** addressed to the Association and **the owner or voting representative for the unit must print and sign his/her name.**
4. The Association must receive your return envelope containing your ballot no later than the date and time of the Annual Meeting.

VOTING CERTIFICATE INSTRUCTIONS

Pursuant to Article II Section 5 of the Bylaws of Boca Lakes Condominium Association, Inc., Voting Certificates are required under the circumstances described in these instructions below. A voting certificate is being provided to determine who the voting representatives will be for your Unit if your Unit is owned by more than one person (excluding a married couple) or a corporation. Please note the following information about **VOTING CERTIFICATES**:

1) A voting certificate is not needed only if the unit is owned by **only one person**.

Note: See **Exhibit "A"** attached hereto regarding whether a voting certificate is needed for a married couple.

2) A voting certificate is not a proxy and cannot be used as such. Only an owner or the appropriate corporate officer can be named on a voting certificate, not a third party.

3) A voting certificate must be signed by all of the owners of the unit or the appropriate corporate officer.

4) A voting certificate is enclosed with this notice for your use, if needed.

Again, please be sure to mail in or deliver your Voting Certificate, Proxy and Ballot to vote for Directors. Proxies may not be used in the election of Directors.

Immediately following the Annual Meeting, the Board of Directors will conduct an Organizational Meeting. The agenda for the Organizational Meeting of the Board is as follows:

- A. Certifying a Quorum – Call to Order;
- B. Proof of Notice;
- C. New Business:
 - (i) Elect officers
 - (ii) Designate authorized signatories on the Association's bank accounts
- D. Adjournment.

NOTE: Copies of the election ballot will only be handed out to the actual unit owner requesting a copy of the ballot. Election ballots cannot be picked up for another unit owner. If a unit owner cannot physically pick up a copy of the ballot themselves, please contact the management office and a ballot with return envelopes will be delivered directly to the unit owner.

Dated: December _____, 2024

BY ORDER OF THE BOARD OF DIRECTORS

Karyn Paige-Diaz, LCAM

Exhibit "A"

VOTING CERTIFICATE

If a Unit is owned jointly by husband and wife, the following three provisions are applicable thereto:

(a). They may, but they shall not be required to, designate a voting member.

(b). If they do not designate a voting member, and if both are present at a meeting and are unable to concur in their decision upon any subject requiring a vote, they shall lose their right to vote on that subject at that meeting. (As previously provided, the vote of a Unit is not divisible).

(c). Where they do not designate a voting member, and only one is present at a meeting, the person present may cast the Unit vote, just as though he or she owned the Unit individually, and without establishing the concurrence of the absent person.

Note: Only one spouse must sign the larger return envelope with the secret ballot for your vote to be counted.

**CERTIFICATE OF APPOINTMENT OF
VOTING MEMBER**

To the Secretary of **Boca Lakes Condominium Association, Inc.** (the "Association")

THIS IS TO CERTIFY that pursuant to Article II Section 5 of the Bylaws of the Association, the undersigned owners of address _____ in Boca Lakes, a Condominium have designated:

(Print Name of Designated Voting Member)

as their voting member of the Unit at all meetings of the membership of the Association in accordance with the By-Laws of the Association. The aforementioned voting member is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting certificate. Please sign where appropriate below.

Signatures for Multiple Individual Unit Owners (excluding a married couple):

By: _____

By: _____

Print Name: _____

Print Name: _____

By: _____

By: _____

Print Name: _____

Print Name: _____

Signature for Corporate Owners:

Name of Corporation: _____

By: _____

Attest: _____
Secretary

Print Name: _____

Title: _____

NOTE: This form is not a proxy and should not be used as such.

GENERAL PROXY

The undersigned owner(s), or designated voter of address _____ in Boca Lakes, a Condominium, hereby appoint(s):
(Check One)

- _____ a) Secretary of the Association, on behalf of the Board of Directors, or
_____ b) _____, (if you check (b), write in the name of your proxy.)

as my proxyholder* to attend the Annual meeting of the members of **Boca Lakes Condominium Association, Inc.**, to be held on **Wednesday, January 8, 2025**, at **7:00 P.M.**, at the **Clubhouse**, located at **8768 Chevy Chase Drive, Boca Raton, FL 33433**, and any adjournment thereof.

Since there are no issues to be voted on by Limited Proxy, this shall be a General Proxy for quorum purposes only and to vote on other items for which a Limited Proxy is not required by law.

Dated: _____

SIGNATURE OF OWNER OR DESIGNATED VOTER

PRINT NAME OF OWNER OR DESIGNATED VOTER

*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, shall be deemed an appointment of the Secretary of the Association as your proxyholder.

SUBSTITUTION OF PROXY

DO NOT COMPLETE THIS SECTION UNLESS CHANGING PROXY DESIGNATED ABOVE

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

DATED: _____, 2024.

PROXYHOLDER

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 THIS PROXY VALID FOR MORE THAN 90 DAYS AFTER THE DATE OF THE FIRST MEETING FOR WHICH IT WAS GIVEN.

BOCA LAKES CONDOMINIUM ASSOCIATION, INC.
A Florida Corporation Not-for-Profit

BALLOT FOR ELECTING DIRECTORS

JANUARY 8, 2025

7:00 P.M.

Vote for no more than **Three (3)** candidates. **If you vote for more than Three (3) candidates, your ballot will be invalid.**

Place **X**
Here: Candidate Name:

- _____ Robert Ash
- _____ Lorenzo Fabiano
- _____ Mike Ferretti
- _____ Norman Goldstein
- _____ Bruce David Loeffert
- _____ Toni Marie Murphy
- _____ Joseph Sassano
- _____ Marsha A. Soroka
- _____ Norma E. Trevino