

**NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS
AND
SPECIAL MEETING OF THE MEMBERSHIP
OF
DUVAL SQUARE CONDOMINIUM ASSOCIATION, INC.**

TO ALL MEMBERS:

On **NOVEMBER 30, 2021** at **6:00 P.M.** in the **PREFERRED PROPERTIES OFFICE (520 SOUTHARD STREET, KEY WEST, FL 33040)** and **VIA ZOOM*** a Special Meeting of the Board of Directors and Special Meeting of the Membership of the Association will be held for the purpose of readopting the 2022 budget, reduce reserves and approve reduction of statutory financial reporting. The agenda for the meetings are as follows:

MEMBERSHIP MEETING

1. Certifying Quorum - Call to Order
 2. Proof of Notice of Meeting
 3. Reading and disposal of unapproved minutes
 4. New Business - A) Vote to reduce reserves from full funding of the recommended funding of \$647,197.00 to \$279,000.00.

B) Vote to approve reduction in statutory financial reporting requirements from an audit to a compilation.
 5. Adjournment
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BOARD OF DIRECTORS MEETING

1. Certifying Quorum - Call to Order
2. Proof of Notice of Meeting
3. Reading and disposal of unapproved minutes
4. New Business - Vote to Readopt Budget for 2022. The prior budget included an assumption regarding reserves and the new budget will have a new reserve amount included.
(See attached revised budget for 2022).
5. Adjournment

In order to conduct the business at the Special Membership Meeting, a quorum of the membership of the Association must be present in person or by Proxy. **IT IS THEREFORE VERY IMPORTANT THAT YOU EITHER ATTEND OR SUBMIT YOUR VOTE BY MAIL, FAX, SCAN OR HAND DELIVERY BEFORE THE MEETING.**

***PARTICIPATION AT MEETING**

Acknowledging concerns about participation at meetings during the COVID-19 pandemic, and while you are entitled to attend the meeting in person, we request and expect that members who want to participate at the members meeting will do so by Zoom. The following information will allow you to access the meeting by Zoom:

Zoom Link:

<https://us02web.zoom.us/j/84421867607?pwd=YlZHC1NoYXUraWoyZm5RZnBYclR5QT09>

VOTING BY LIMITED PROXY/BALLOT

A Limited Proxy/Ballot has been provided to you so as to allow you to vote on reducing reserves and approve reduction of statutory financial reporting. If you cannot attend the meeting, this document may be utilized as a Proxy. If the Limited Proxy/Ballot will be used as a Proxy, it must be filed with the Association before the appointed time of the meeting. It will be presumed that you wish for the Manager, Laurie McChesney, to be your proxy holder to the extent you do not designate a proxy holder, or to the extent your designated proxy holder is not present in person at the meeting. **You must submit your Proxy/Ballot even if you attend by Zoom.** Your Limited Proxy/Ballot should be returned via mail, fax, scan or hand delivery to:

**Duval Square Condominium Association, Inc.
c/o Board of Directors
1075 Duval Street, Unit C24
Key West, FL 33040
E-mail: duvalsquare@bellsouth.net
Fax: (305) 292-1018**

with sufficient time to make sure it is received before the meeting. If you plan to attend the meeting in person, you may use the Limited Proxy/Ballot as your ballot at the meeting. Additional Limited Proxy / Ballots will be available at the meeting.

CERTIFICATE DESIGNATING VOTING REPRESENTATIVE

Pursuant to Article VI, Section 2 of your By-Laws, if a condominium unit is owned by more than one owner, co-partners or a corporation, there shall nevertheless be only one membership assigned to such unit, and the vote for such membership shall be cast by the person designated in a Voting Certificate signed by all the owners (or the proper corporate officer) of said unit, filed with the Secretary of the Association. In the absence of such a writing, such vote shall not be counted except that a Voting Certificate shall not be required when a unit is owned by husband and his wife only. These Certificates are to be filed with the Secretary of the Association. I have enclosed herein a Certificate appointing Voting Member with appropriate instructions on its execution.

PLEASE PLAN TO ATTEND THE MEETINGS OR PARTICIPATE BY RETURNING YOUR LIMITED PROXY/BALLOT BY MAIL, FAX, SCAN OR HAND DELIVERY TODAY.

DUVAL SQUARE CONDOMINIUM ASSOCIATION, INC

IAN SMITH, PRESIDENT

CERTIFICATE APPOINTING VOTING MEMBER

To the Secretary of
DUVAL SQUARE CONDOMINIUM ASSOCIATION, INC.
(the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. _____ in **DUVAL SQUARE, A CONDOMINIUM**, have designated

(Name of Voting Member)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John or Jim as the Voting Member. NOT A THIRD PERSON.
- (ii) Unit owned by Overseas, Inc., a corporation. Voting Certificate must be cast by the person designated in a Voting Certificate signed by all the owners (or the proper corporate officer) of said unit, filed with the Secretary of the Association
- (iii) Unit owned by a married couple. Voting Certificate is not required.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED _____

OWNER

OWNER

OWNER

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the unit as the Voting Member, not a third person. Please be advised that if you previously filed a Certificate Appointing Voting Member with the Secretary of the Association, you do not need to file another Certificate unless you want to change the designation of your Voting Member.

LIMITED PROXY / BALLOT

THIS LIMITED PROXY / BALLOT SHOULD BE RETURNED TO THE ASSOCIATION AS YOUR PROXY IF YOU DO NOT ATTEND THE MEETING AND WILL SERVE AS YOUR BALLOT IF YOU DO ATTEND THE MEETING.

The undersigned hereby appoints: _____ as my proxy, with full powers of substitution, for and in the names, place and stead of the undersigned, to appear, represent and cast votes upon any matters on behalf of the undersigned at the Special Meeting of the Membership of **DUVAL SQUARE CONDOMINIUM ASSOCIATION, INC.**, to be held on **NOVEMBER 30, 2021 at 6:00 P.M.** in the **PREFERRED PROPERTIES OFFICE (520 SOUTHARD STREET, KEY WEST, FL 33040)**, and any adjournment thereof. (To the extent this Limited Proxy/Ballot is utilized as a proxy, and to the extent you fail to designate a proxyholder or your designated proxyholder does not attend the meeting, it will be presumed that the Manager, Laurie McChesney, shall serve as your proxyholder) In the event I attend the meeting, this will act as my ballot.

General Powers/Statutory Limited Powers: Except as limited, this shall constitute a general proxy. As to the specific questions below, I instruct my proxy to cast my vote only as instructed:

1. Vote to reduce reserves from full funding of the recommended funding of \$647,197.00 to \$279,000.00.

☐ Vote **FOR** Partial Waiver

☐ Vote **AGAINST** Partial Waiver (full reserves would be collected)

WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

2. Vote to approve reduction in statutory financial reporting requirements from an audit to a compilation.

☐ Vote **FOR** Audit

☐ Vote **FOR** Compilation

Dated: _____, 20____. UNIT # _____.

SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

THIS LIMITED PROXY/BALLOT SHOULD BE RETURNED TO THE ASSOCIATION IF YOU DO NOT ATTEND THE MEETING AND WILL SERVE AS YOUR BALLOT IF YOU DO ATTEND THE MEETING.