

SECOND NOTICE OF ANNUAL MEETING OF OVERLOOK CONDOMINIUM ASSOCIATION, INC.

TO ALL MEMBERS:

On Wednesday, March 25, 2026, at 6:00 p.m. via ZOOM and at the Clubhouse, the Annual Meeting of the Association will be held for the purpose of electing Directors by acclamation and such other business as may lawfully be conducted.

Pursuant to Florida Statute 718.112(2)(d)2 states "An election is not required if the number of vacancies equals or exceeds the number of candidates." Three eligible candidates submitted an intent to run for the three available positions. As such, no election is necessary and the following persons shall assume the Board at the conclusion of the annual meeting:

Claire Calandra, Joseph Tolento and Ed Ziton

Join Zoom Meeting

<https://us02web.zoom.us/j/86132504176?pwd=XLsGP5MsouLQCaLQJbhfJLhjk6tZRC.1>

Meeting ID: 861 3250 4176

Passcode: 334293

Telephone Call in Number: 1-305-224-1968

The agenda for the Annual Meeting is:

1. Certifying Quorum – Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Reports of Officers, if any.
5. Reports of Committees, if any.
6. Unfinished Business.
7. New Business.
8. Adjournment.

A majority of the unit owner's total votes (a "quorum") must be present, in person, via Zoom, or by proxy, at the meeting in order for business to be conducted. It is therefore VERY IMPORTANT that you either attend or provide a proxy to conduct business.

ATTENDANCE BY PROXY

If you are unable to attend the Annual Meeting and wish to attend by proxy, please note the following information about PROXIES:

1. A general proxy is for the purpose of establishing a quorum and appointing another person to vote for you on parliamentary procedure or other matters that do not require a limited proxy. It must be signed by the authorized person to cast the vote for the unit.
2. The proxy must be submitted to the Association prior to the scheduled time of the meeting. It can be mailed, either by you or your proxy, or electronically transmitted via email to overlookcondo@aol.com.
3. If you appoint a proxy and later decide you will attend the meeting, you may withdraw your proxy.
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 A proxy may be revoked in writing or superseded by a later proxy to another person.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

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.

The agenda for the Board Meeting is as follows:

- a. Call to Order- Certifying Quorum.
- b. Proof of Notice of Meeting.
- c. New Business- 1) Elect Officers 2) Update Resolution to Division of Corporations with the new Board of Directors. 3) Update Banking authorization. 4) Establish Committees. 5) Approve New proposed rule- Any owner moving items into the building on their own must use P2, as its higher clearance and is better suited for moving activities.
- d. Adjournment.

Dated: March 11, 2026,

BY ORDER OF THE BOARD OF DIRECTORS

Ed Zitton, Secretary

GENERAL PROXY

The undersigned, owner(s) or designated voter of Unit No. _____ in **Overlook Condominium Association, Inc.** appoints:

(Check one)

_____ a) **Ed Zitton, 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 meeting of the members of **the Overlook Condominium Association, Inc. to be held Wednesday March 25, 2026 @ 6:00p.m. via ZOOM and at the clubhouse.**

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.

Dated _____

SIGNATURE(S) OF OWNER(S) 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

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

Dated _____

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 THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

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

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit (Apartment) No. _____ in the **Overlook Condominium Association, Inc.**, have designated.

(Name of Voting Representative)

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 By-Laws 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 not required. (NOT A THIRD PERSON).
- (ii) Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote, signed by President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- (iii) Unit owned by the John Smith Revocable Trust. Voting certificate must be filed designating a representative entitled to vote, signed by the Trustee of the Trust.
- (iv) Unit owned by John Jones. Voting Certificate not required.
- (v) Unit owned by Bill and Mary Rose, husband and wife. Voting Certificate not required.

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

DATED _____

Signatures for Individual Unit Owners

OWNER (Print Name)

SIGNATURE

OWNER (Print Name)

SIGNATURE

OWNER (Print Name)

SIGNATURE

Signature for Entity Owners (Corporation, Partnership, Trust, or other Entity):

Name of Entity: _____

By: _____

Title: _____

Print Name: _____

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 Representative, not a third person.