



**NOTICE OF 2025 ANNUAL MEETING + ELECTIONS
& 2026 BUDGET MEETING OF
HIGHLAND LAKES OWNERS ASSOCIATION, INC.
MONDAY OCTOBER 13, 2025**

TO ALL MEMBERS:

On Monday October 13 2025, at 6:30 P.M at The Church at Argyle, located at 6823 Argyle Forest Blvd, Jacksonville, FL 32244, the 2025 Annual Meeting of the Association will be held for the purpose of electing Directors. There are three (3) candidates for one (1) open position on the Board of Directors. The candidates are (1) Jason R. Bayne, (2) Pauline Brennan, and (3) Mirian Detrés-Hickey. Following the Annual Meeting will be the 2026 Budget Meeting where the Board will determine and approve the 2026 Budget and any other association business that may be legally conducted as listed on the Budget Meeting Agenda, which will be posted at least 48 hours ahead of the meeting date.

NOTE: To have a valid election, at least 30 percent (30%) of the total eligible membership must cast a ballot in-person, by proxy, or by mail-in secret ballot. This equates to 165 votes.

The Annual Meeting Agenda is as follows:

1. Certifying Quorum - Call meeting to order
2. Proof of Notice of Meeting
3. Reading and disposal of unapproved minutes
4. Seek volunteers to tabulate the election results
5. Conduct Election of Board of Directors
6. Announce winners
7. Open floor to members with 3-min. limit
8. Adjournment

Owners who cannot attend the meeting may submit their **Secret Written Ballot** by mailing it to the management company by utilizing the enclosed return envelopes only. The “Ballot Only” envelope is for the written ballot and must not have any additional exterior markings on the outside of it or it will be considered invalid. This “Ballot Only” envelope then goes inside of the authorized ballot return envelope, which will be mailed back to the management company.

Alternatively, you may appoint another person to vote for you in the event you might not be able to attend the meeting via **Proxy**. There is a “Proxy” return envelope enclosed here as well, so that you may submit your Proxy form via mail in case you do not give it directly to your appointed proxy to bring to the

meeting. 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. A proxy is not valid for a period longer than ninety (90) days after the date of the first meeting for which it is issued. A proxy is revocable at any time at the pleasure of the homeowner who executes it. If you intend on having your tenants attend the meeting in your place, they must have a Proxy to gain entry to the meeting, otherwise they will be turned away at the door.

Owners who attend the meeting and who have not already cast their vote by sending in a mailed ballot may vote via secret written ballot at the Annual Meeting. It is very important that you cast your vote by mailing in your secret ballot via the enclosed return envelope, attending the meeting in person, or providing a Proxy.

Also, immediately after the Annual Meeting and before the start of the 2026 Budget Meeting, the Board of Directors will meet to elect Officers of the Association. The agenda for the Board Meeting is as follows:

1. Certifying Quorum – Call to Order
2. New Business: Elect Officers
3. Adjournment

Thank you for your assistance in conducting the business of your Association.

Dated: September 23, 2025

BY ORDER OF THE BOARD OF DIRECTORS

-SIGNED-

David P. Elam, Secretary

Enclosure