

SummerChase Condominiums Association, Inc.

3972 N. Monroe St., Tallahassee, FL 32303

Office: 850-562-8708 Fax: 850-364-8628

kirbymanager@gmail.com

FIRST NOTICE OF ANNUAL MEMBERSHIP MEETING

ANNUAL MEMBERSHIP MEETING

DATE: Wednesday, March 20th 2024

TIME: 6:30 P.M.

LOCATION: SummerChase Clubhouse,
4434 Gearhart Rd, Tallahassee, Florida 32303

Annual Membership Meeting

AGENDA

- I. Call to Order
- II. Affidavit of Proof of Notice
- III. Certification of Proxies and Attendance
- IV. Reading or Disposal of minutes of last Member meeting
- V. Officers Report
- VI. Election of Directors
- VII. Adjournment

Quorum - A quorum at Members' Meeting shall be attained by the presence, either in person or by proxy, a majority of the membership. Due to the need to obtain a membership quorum, it is **VERY IMPORTANT** that you either attend or provide a limited proxy.

Three (3) Director positions are up for election. There are (3) members submitted applications for the board positions. Therefore, the board of directors areas followed: Kristine Locke, Caleb Piderit, and Thomas Stockamp

DATED AND EMAILED/MAILED: February 16, 2024

By: _____

Danny Hayes, CAM

SummerChase Condominiums Association, Inc.

3972 N. Monroe St., Tallahassee, FL 32303

Office: 850-562-8708 Fax: 850-364-8628

kirbymanager@gmail.com

Board of Directors Organizational Meeting

DATE: Wednesday, March 20th 2024
TIME: 6:30 P.M. Following Annual Meeting
LOCATION: SummerChase Clubhouse,
4434 Gearhart Rd, Tallahassee, Florida 32303

AGENDA

- I. Call to Order
- II. Proof of Notice
- III. Reading or Disposal of minutes of last Board meeting
- IV. Election of Officers
- V. Adjournment

DATED AND EMAILED/MAILED: February 16, 2024

By: _____

Danny Hayes, CAM

Summerchase Condominium Association

Managed by Kirby Management Group



A Word About Your Proxy

What is a proxy?

It is the person you designate to attend the annual meeting on behalf of your unit if you cannot attend the meeting yourself. The proxy allows your unit to be in attendance, even if you are not. NOTE: a proxy is a person, not a form.

Why should you designate a proxy?

State law requires a majority of unit owners to be in attendance at the annual meeting, by person or by proxy, before any business can be conducted. This is what is commonly referred to as "meeting quorum". A majority is defined as "30%". For Summerchase, this means 33 units must be represented at the meeting for it to occur. For an owner who doesn't plan on attending, authorizing a proxy is the only way for his/her unit to attend the meeting and thus help meet the attendance quorum.

Designation of a proxy is a powerful tool to help move association business forward. Without proxies, the annual meeting does not occur, owners cannot be involved in decisions regarding vital association issues, and all operational decisions are left to the board of directors.

Who can be your proxy?

Anyone can serve as your proxy, as long as he/she can attend the scheduled annual meeting. Your proxy can be a resident, a friend, your CPA or attorney, another unit owner, the association manager, a board member, etc.

How do you designate a proxy?

Use the proxy authorization form to indicate who will be serving as your proxy, then submit the form according to the directions, depending on who you choose as your proxy.

IMPORTANT !

Because your proxy will be able to vote on all association issues, the proxy should be someone you trust to make sound business decisions for the betterment of the community.

PARTICIPATE! USE A PROXY!

Summerchase Condominium Association

Proxy for the 2024 Annual Meeting ~ March 20, 2024

INSTRUCTIONS

If you would like someone to attend the annual meeting in your place (a proxy), and vote for you on issues that may arise during the meeting, please complete this form. If you authorize a proxy, you are bound by his/her decisions made on behalf of your property at the meeting. All proxies will be counted toward the required attendance quorum. Proxies do not have to be affiliated with Summerchase. Your proxy may be a trusted friend, relative, another property owner, the association manager, a board member, etc.

I(We) am the owners of, or is the person designated to vote for, the following unit(s) in Summerchase:

Unit # _____, Unit # _____, Unit # _____, Unit # _____

I(We) do hereby appoint as my(our) proxy to attend the annual meeting and to participate as my(our) substitute: choose one

☐

_____, an individual known to me.

Put person's name on the line, sign and date the form, and give this form to that person to bring to the meeting.

☐

_____, a member of the board of directors.

Leave the line blank, sign and date the form, then return it to the manager by mail or fax.

Management will take the form to the meeting and a board member will be assigned for you.

This proxy authorization will be valid strictly for the annual meeting, or any adjournment thereof, to be held on Wednesday, March 20, 2024 at 6:30 p.m. This proxy appointment will by no means be valid for longer than 90 days after the date of the meeting indicated herein, and can be revoked at any time at the discretion of the undersigned.

The proxy named above has the authority to vote and act to the same extent that I(we) would, without power of substitution (the proxy cannot substitute someone for himself/herself). I(We) authorize and instruct the proxy to use his/her best judgment on all matters which properly come before the meeting and for which a general power may be used.

OWNER #1

Print Name

Signature

Date

OWNER #2 (if applicable)

Print Name

Signature

Date

For the Proxy: (this is where the person coming to the meeting signs that he/she accepts this responsibility)

Print Name

Signature

Date

The proxy must bring this
form with him/her to the
annual meeting on March 20, 2024.

If you are authorizing a board member to be your proxy, return to:

kirbymanger@gmail.com or

Summerchase ~ 3972 N. Monroe Street ~ Tallahassee, FL 32303 ~ Fax: (850) 364-8628