

# Meadow Walk

HOME OWNERS ASSOCIATION / SARASOTA FL



## Notice of Annual Meeting

*December 12, 2018*

**Fruitville Library - 100 Coburn Rd. Sarasota, FL 34240**

**5:30 p.m.**

### **TO ALL PROPERTY OWNERS OF MEADOW WALK:**

Your presence and participation at our Annual Meeting is essential. It is imperative that we have a quorum to conduct business. Please make it a point to be present and to share your concerns and ideas.

If you are attending the meeting, your ballot will be handed to you at sign in. Bring any proxies with you that your neighbors might have given you and they will be exchanged for a ballot at sign in. This will allow for any nominations from the floor.

### **Board of Directors Vacancies:**

We will have **two** (2) vacancies on our HOA board. Please seriously consider volunteering to serve a two-year term. We need a complete board to continue functioning successfully. Enclosed are Candidate forms. Please fill out the forms and mail them to Meadow Walk HOA, Inc., P.O. Box 51533, Sarasota, FL 34232, or save a stamp and walk them over to Gary Walsh at 1033 Meadow Breeze Lane, or email to meadowwalkhoasrq@gmail.com, by December 10, 2018.

Not having a full membership of at least five members on the Board always presents the probability of not having a quorum to conduct official business. Please consider joining our Board of Directors team. This is a volunteer service to our neighborhood and we recognize that the members of the Board also have their personal professions and affairs to attend to. There will be times when one or two members may be unavailable or out of town. A full board will help guarantee a quorum whenever needed. Not having a quorum can result in not being able to meet to officially address our HOA obligations.

### **Funds and Budget:**

**Funds:** Current funds available will cover payables and expenses through the end of 2018.

**Budget:** We have projected our 2019 budget to cover contingencies, increasing costs and any other special project expenses for our community of Meadow Walk; the budget will be discussed at the annual meeting.

## **Assessment of Homeowners Dues:**

The 2018 HOA fee was **\$600** annually. The Board agreed to revisit whether the fees could be reduced for the 2019 annual fees, which was discussed at the last Board meeting. Since our costs have remained at the same level as our previous year, our projections indicate that the annual dues for 2019 should continue to be **\$600.00** per Lot. In this way, we will be able to have monies for work on the banks around the lakes and bring the preserve back into compliance.

## **Collection of Assessment Dues:**

Our bylaws specify that the full annual assessment is due and payable every January of the new calendar year.

**We ask all of you, our neighbors, to please come to this very important meeting.  
We look forward to seeing you.**

**—Your Meadow Walk HOA Board: Gary Walsh, Diane Treharne, Sharon Stringer, Rita Bennett, Mary Lynn Endter, and David Johnson**

## **AGENDA**

1. Call to order/welcome/introductions.
2. Calling of the Roll and establishing a Quorum.
3. Appointment of Inspectors of Election.
4. Reports from officers.
5. Election of Directors; nominations from the floor
6. Financial report and discussion.
7. Old Business.
8. New Business.
9. Homeowner comments
10. Election results
11. Adjournment.

## **MEADOW WALK HOMEOWNER'S ASSOCIATION, INC**

### **2019 BOARD OF DIRECTORS ORGANIZATIONAL MEETING AGENDA**

December 12, 2018

**Immediately following the adjournment of the Annual Meeting**

### **BOARD ORGANIZATIONAL MEETING AGENDA**

- I. *Call To Order*
- II. *Determination of quorum*
- III. *Election of Officers*
- IV. *Adjournment*

**MEADOW WALK HOMEOWNER'S ASSOCIATION, INC.**  
**2018 Annual Membership Meeting**  
**Wednesday, December 12, 2018**

**\*\*\*USE THIS FORM ONLY IF YOU CANNOT ATTEND THE MEETING**

**OFFICIAL PROXY**

KNOWN BY ALL PERSONS BY THESE PRESENTS, that the undersigned homeowner/s in Meadow Walk Homeowners' Association, Inc., hereby appoints the Secretary of the Association or \_\_\_\_\_ as proxy with powers of substitution for and in the name and place of the undersigned at the Annual Membership Meeting of Meadow Walk Homeowners' Association, Inc., to be held on December 12 2018, at 100 Coburn Rd., Sarasota, FL 34240. This shall be a general proxy pursuant to Florida Statutes 720.306.

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment or continuation of it, and revoke all prior proxies previously executed. In no event shall this proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.

Dated this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Lot # \_\_\_\_\_

Home Address \_\_\_\_\_

Printed Owner(s) Names \_\_\_\_\_

Owner(s) Signature(s) \_\_\_\_\_

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**SUBSTITUTION OF PROXY** (If you **cannot** attend the meeting but have been given a proxy by another resident, you can re-assign the proxy to another individual, by completing this section.)

The undersigned, appointed as proxy above, does hereby designate

\_\_\_\_\_ to substitute for me in the proxy set forth above.

Dated this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Proxy Signature \_\_\_\_\_

**\*\*\*Please complete this OFFICIAL PROXY form ONLY if you do NOT plan on attending the Annual Meeting. Ensure that you complete this form FULLY and either hand to someone who is attending the meeting OR mail it to the Secretary @ 7492 Deer Crossing Court, Sarasota FL 34240**



## WRITTEN REQUEST TO BE CANDIDATE FOR BOARD OF DIRECTORS

I, the undersigned, do hereby submit my name to be a candidate for the Board of Directors of the Meadow Walk Homeowners' Association, at the Election of Directors to be held on Wednesday, December 12th, 2018.

Lot No. \_\_\_\_\_ Signature \_\_\_\_\_

Dated \_\_\_\_\_ Print Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Return no later than Monday, **December 10, 2018** to;

**Meadow Walk HOA, Inc.**  
**P.O. Box 51533**  
**Sarasota, FL 34232**

**or deliver to Gary Walsh @ 1033 Meadow Breeze Lane**

**or email to meadowwalkhoasrq@gmail.com**

**Note: All candidates and Board Members must be good standing in order to run.**