

Live Oak Estates Homeowners Association, Inc.

Notice of Annual Meeting Of Members

NOTICE is hereby given that an Annual Meeting of Members will be held at the following date, time and location:

DATE: November 12, 2024
TIME: 7:00 PM**

PLACE: Keller Williams Advantage
9161 Narcoossee Rd.
Orlando, FL 32827

**The doors will be open at 6:40 PM to allow owners to check in prior to the start of the meeting. Please arrive early so the meeting can start on time. The meeting can be viewed online using ZOOM, and will be recorded and posted on our web site. You must vote either by attending in person or by completing the enclosed proxy form. Our Governing Documents do not permit online voting. Thank you.

AGENDA:

1. Welcome members and call meeting to order
2. Verification of quorum
3. Read and approve minutes from previous membership meeting
4. Election of Directors
 - 4.1. Nominations from the floor
 - 4.2. Hold vote and tally ballots
 - 4.3. Introduce new Board of Directors
5. Old Business
6. New Business
7. Adjournment

Board of Directors Meeting Notice

A Board of Directors Meeting will be held at the same location immediately following the annual meeting.

Agenda

1. Welcome Members & Call Meeting to Order
2. Review & Approval of previous Board of Directors Meeting Minutes
3. Election of the Officer Positions
4. Ongoing Business
5. New Business
 - 5.1 Presentation of the 2024-2025 Budget
6. Open Forum
7. Adjournment

ATTENTION:

- A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association for more than 90 days may not be eligible for board membership.
- The association may suspend the voting rights of a parcel or member for the nonpayment of any monetary obligation due to the association that is more than 90 days delinquent.
- If you cannot attend the meeting, please fill out the proxy and send to the address listed below or give to someone attending the meeting so a quorum can be met.

Mailed on or Before This Date: October 29, 2024

BY ORDER OF THE BOARD OF DIRECTORS

Live Oak Estates Homeowners Association, Inc.

General Proxy

The undersigned hereby appoints: (please check only one)

- ☐ A. President, on behalf of the Board of Directors.
- ☐ B. _____, Director, on behalf
of the Board of Directors.
- ☐ C. _____
- if you check B or C, please write in the name of your proxy
 - If no box is checked the President will be appointed as your proxy

as my proxy, with full power of substitution, for and in the names, place and stead of the undersigned at the Annual Meeting of the Live Oak Estates Homeowners Association, Inc. to be held at the following time and location:

DATE: November 12, 2024

HOUR: 7:00 PM

PLACE: Keller Williams Advantage
9161 Narcoossee Rd.
Orlando, FL 32827

GENERAL POWERS:

- ☐ I hereby authorize and instruct my proxy to use his or her best judgment on items which properly come before the meeting.

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.

Dated: _____, 2024

Print Name Property Owner's Signature

Print Name Property Owner's Signature

Property Address

- 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.
- If you cannot attend this meeting, sign the proxy and return to the association at the address below.
- **Please complete and return this proxy by November 8, 2024 by mailing it to the address below, E-mail it to Lynn at ljohnson@greatcommunities.com or by dropping it off at Ron Sutton's home at 13985 Myrtlewood Dr. Thank you.**



1000 pine hollow point ▪ altamonte springs, florida 32714
phone (407) 647-2622 ▪ (800) 962-2622
www.greatcommunities.com

Live Oak Estates Homeowners Association, Inc.

INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS

If you are eligible to be a Board member, and desire to have your name placed on the ballot of potential Board candidates to be considered at the upcoming election, complete this form and send it by (i) certified mail return; receipt requested, (ii) regular U.S. mail, (iii) hand delivery to the address below or (iv) email to Lynn Johnson at ljohnson@greatcommunities.com.

All Intent to be a Candidate forms must be received by **November 8, 2024** in order to be included on the ballot. Nominations from the floor will also be accepted at the meeting.

By completion of this form I hereby notify the Association of my intent to run for a position on the Board of Directors of the Association. I understand that I am responsible for the accuracy of the information contained on this form. You may also submit an information sheet, no larger than 8 1/2 inches by 11 inches (one-sided), which contains the candidates background, education and qualifications.

PRINT NAME: _____

PROPERTY ADDRESS: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

Candidate Certification form*

I, _____, certify that I have read and understand to the best of my ability, the governing documents of Live Oak Estates Homeowners Association, Inc. and the provisions of this chapter and any applicable rules. I also understand that I must meet the requirements to be a board member by following the below requirements:

Florida Statutes provides that newly elected directors in condominium (condo), homeowners associations (HOAs), and cooperative (coop) associations must complete a state-approved educational curriculum within 90 days of election or appointment. Existing directors must complete the education requirement by June 30, 2025.

Condominium Association Requirements:

- **Initial Training:** Directors must complete four hours of training, covering milestone inspections, Structural Integrity Reserve Studies (SIRS), elections, recordkeeping, financial literacy and transparency, levying of fines, and meeting requirements.
- **Continuing Education:** Directors must complete at least one hour of continuing education annually on recent changes to condominium laws and rules.

Homeowner Association Requirements:

- **Continuing Education:** Directors must complete at least 4 hours of continuing education annually.

Signed: _____ Date: _____

*required by section 718.112(2)(d)3., of Chapter 718, Florida Statutes and the provisions of Chapter 718. Required by section 720.3033 of Chapter 720, Florida Statutes and the provisions of Chapter 720 fulfilling the Board Certification requirements.



1000 pine hollow point ▪ altamonte springs, florida 32714
phone (407) 647-2622 ▪ (800) 962-2622
www.greatcommunities.com