

2025 Annual Membership Meeting Notice

YOU ARE HEREBY NOTIFIED that the 2025 Annual Membership Meeting and Organizational Meeting of the Live Oak Estates Homeowners Association is to be held at the following:

DATE: November 11, 2025 | TIME: 6:30pm

Doors will open at 5:45 for check-in. Owners should arrive early so check-in can be completed before the meeting starts.

LOCATION: Keller Williams Advantage, 9161 Narcoossee Road, Orlando, FL 32827

NOTE: A Board Organizational meeting will Immediately follow the Annual Meeting

Annual Membership Meeting Agenda

1. Call to order
2. Verification of Quorum
3. Reading and approval of minutes from last annual meeting
4. Old Business
5. New Business
 - a. Board Presentation of Acts and Corporate Affairs
 - b. Financial Report
 - c. By-Laws Amendment Vote
 - d. Board Member Election
 - i. Nominations from floor
 - ii. Candidate Presentations
 - iii. Member Remarks
 - iv. Ballot distribution, voting, collection of ballots
 - v. Ballot counting & announcement of results
 - e. Presentation of Proposed Budget
6. Open Forum
7. Adjournment

NOTE: The annual meeting cannot be called to order unless **30% (65 owners)** of the owners are represented in person or by proxy. **PLEASE COMPLETE THE ENCLOSED PROXY FORM AND RETURN IT TODAY!** If you then attend the meeting in person, the proxy form will be returned to you that night. A ballot will be provided at the meeting in order to vote for the candidate you desire.

We will follow Robert's Rules of Order for the annual meeting. Robert's Rules of Order states: "Please wait to introduce any questions until a motion is made to open the floor to questions. Please wait to speak until you have been recognized by the Chair. **Each individual will have a total of three (3) minutes before relinquishing the floor to the next individual recognized by the Chair.** Conducting the Board Meeting according to Robert's Rules of Order will allow each individual to be heard and responded to in an orderly manner."



Live Oaks Estates Homeowners Association

Board of Directors Organizational Meeting Agenda

November 11, 2025

- Call to Order
- Quorum Established
- Election of Officers
 - President
 - Vice President
 - Treasurer
 - Secretary
- Other Business
- Adjournment

Note that this meeting will serve as the regularly scheduled November board meeting



Dear Homeowner,

It's important that we have a quorum of at least 65 owners represented at the annual meeting. Without a quorum, we won't be able to conduct the meeting and will have to reschedule it at additional expense to the Association. You can help us achieve a quorum either by attending the meeting in person or by submitting a proxy form. To ensure your participation is recorded if you're unable to attend in person, please carefully follow the instructions below.

1. **Complete the Blue Proxy Form** -If you complete and turn in a proxy form, you are counted as present for the purpose of establishing a quorum.
 - Write the date, your name(s), and address on the blue proxy form. At least one of the owners must **SIGN** the **blue proxy form** in order for it to be valid.
 - Check a box to indicate to whom you want to assign your proxy. This can be anyone you are sure will attend the meeting in person. If you don't specify anyone, the President will serve as your proxy by default.
 - Make sure to check a box on the proxy form to indicate either that you want to submit an "absentee ballot" (limited proxy) OR that you want the person you give your proxy to vote for you (general proxy). Do not check both boxes.
2. **If you checked the "only as I/we specifically instruct below" (limited proxy) box on the Proxy form, please vote on the Pink Ballot** to indicate:
 - a. If you approve or disapprove of the 2nd Amendment to the By-Laws
 - b. Your choice to fill a three-year term on the Board of Directors. You can either choose a listed candidate or write in someone else, but not both.
 - After marking your votes, insert the pink ballot in the pink envelope, seal the pink envelope then put the pink envelope in the blue envelope. We vote via secret ballots, so don't write your name or address on the ballot.
3. **If you checked the "in accordance with my Proxy's best judgment (general proxy)" box on the Proxy form, do not complete a pink ballot or return it in the blue envelope.**
4. Insert the **blue proxy form in the blue envelope and seal it.**
5. You can drop off the sealed blue envelope in the drop box by the front door at 13985 Myrtlewood Drive no later than noon the day of the meeting, apply a stamp and place it in the mail to Premier Association Management or give it to a trusted neighbor to hand-deliver at the meeting. If mailing, make sure to send it early enough that it arrives at Premier no later than Monday, November 10, 2025. Late arrivals cannot be counted.

If you have any questions, please contact April Self at april.self@Premiermgmtcfl.com

Thank you for participating and helping us reach quorum. Your involvement is vital to the success of our community!

Best Regards, Live Oak Estates Homeowners Association, Inc.

PROXY

YOUR VOTE COUNTS! If you will not be attending the 2025 Annual Meeting of the Live Oak Estates Homeowners Association at 6:30 p.m. on November 11, 2025, at Keller Williams Advantage, 9161 Narcoossee Road, Orlando, FL 32827 it is extremely important that you complete this proxy and return it to the Association's Management Company in the envelope provided so it will arrive no later than November 10, 2025, the last business day before the meeting OR place it in the dropbox by the front door at 13985 Myrtlewood DR by noon November 11, 2025 OR give it to a neighbor to hand-deliver to an election registrar at the meeting. This will ensure your vote is counted in deciding the issues brought before the members, and that there is a quorum. We cannot hold the meeting unless there is a quorum, either in person or by proxy.

If you do not designate the President or an individual, the proxy will default to the President.

KNOW ALL PERSONS BY THESE PRESENTS: that on this date _____

I/we, _____ owner(s) of the property with the street address of _____ do appoint:

☐ the Association President, or ☐ _____ as my/our PROXY, with powers

(Name of individual)

of substitution for and in the name(s) of the undersigned, to appear, represent, and cast votes

☐ only as I/we specifically instruct in my/our ballot (limited proxy) OR ☐ in accordance with my Proxy's best judgment (general proxy) (check only one) in reference to the matters to come before the Live Oak Estates Homeowners Association Inc. Members Meeting.

GENERAL POWERS

I hereby authorize and instruct my Proxy to use his or her best judgment on all procedural matters that properly come before the meeting, and to cast my vote in the election of Directors. This proxy may be used to establish a quorum.

The undersigned ratifies and confirms 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 revokes all prior proxies previously executed. The Association must receive this proxy no later than the date and time of the meeting.

Date	Voting Owner Signature	Print Voting Owner Name

SUBSTITUTION OF PROXY BY PROXY HOLDER

The undersigned, appointed as Proxy above, does hereby designate _____ to substitute for me in the proxy set forth above. (To be used only by Proxy if they are unable to attend.)

Date	Proxy Holder Signature	Print Proxy Holder Name

The proxy shall not be valid for more than 90 days from the date of the meeting for which it was given.

Please provide your preferences (instructions) for your Proxy on the pages that follow. Your designee will receive a secret ballot at the meeting with which to record your indicated choices. If no preference(s) is indicated, your designee shall have the power to vote their preference on your behalf.

MEETING BALLOT

LIVE OAK ESTATES HOMEOWNERS' ASSOCIATION, INC.

ANNUAL MEMBERSHIP MEETING

TUESDAY, NOVEMBER 11, 2025

For your vote to be counted on the following issues, you must mark your votes in the blanks provided below.

Proposed By- Laws Amendment

Do you approve the proposed Bylaw amendments to Article VIII, Section 8(d) and Article VIII, Section 10 as described in more detail in the materials provided?

_____ **Approve**

_____ **Disapprove**

Board Member Election

The Board terms are for three years and board member terms are staggered so they don't all expire in the same year. There is only one term up for election at this time. Please vote for one candidate below. Remember nominations will be taken from the floor.

_____ **Jeff Jensen**

_____ **(Write-in Candidate):**_____

Proposed By-Laws Amendment

The Board of Directors voted to include the following ballot measure on the November 11, 2025 Annual Meeting agenda. The Board provides the following explanations of the proposed amendment and the reason we voted to propose it.

You may vote separately on each ballot measure. Each measure will be approved if it receives a majority of the votes cast at the meeting, provided the required quorum is attained.

As provided by Florida Statute 720.306(1)(a),

Unless a lower number is provided in the bylaws, the percentage of voting interests required to constitute a quorum at a meeting of the members shall be 30 percent of the total voting interests. Unless otherwise provided in this chapter or in the articles of incorporation or bylaws, decisions that require a vote of the members must be made by the concurrence of at least a majority of the voting interests present, in person or by proxy, at a meeting at which a quorum has been attained.

If you are unable to attend the annual meeting in person, the Board asks that you complete and submit the proxy forms included with the annual meeting notice.

SECOND AMENDMENT TO BY-LAWS OF LIVE OAK ESTATES HOMEOWNERS ASSOCIATION, INC.

THIS SECOND AMENDMENT TO BYLAWS is made pursuant to the provisions of the current By-Laws at Article XIV Section 1, and pursuant to Florida Statutes Section 720.306(1)(b), and by Resolution of the Members of the LIVE OAK ESTATES HOMEOWNERS ASSOCIATION, INC., a Florida non-for-profit corporation (the "Corporation"), the By-Laws of the Corporation are hereby amended as follows:

1. Article VIII, Section 8(a) is deleted and replaced with the following:
 - (a) President: The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board of Directors are carried out; shall sign all leases, mortgages, deeds and other written instruments, shall be the second approver for all invoices and shall co-sign all promissory notes and all checks other than those issued by a third party with the Board's authorization.
2. Article VIII, Section 8(d) is deleted and replaced with the following:
 - (d) Treasurer: The Treasurer shall establish bank accounts for the Association; shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors, provided, however, a resolution of the Board shall not be necessary for disbursement made in the ordinary course of business conducted within the limits of a budget adopted by the Board; shall be the first approver for all invoices; shall sign all promissory notes and all checks other than those issued by a third party with the Board's authorization; shall keep

proper books of account; shall cause an annual Assurance service of the Association books to be performed by a Certified Public Accountant at the completion of each fiscal year, with the level of Assurance (review or audit) to be determined by the Board of Directors; and shall prepare an annual budget and financial statements to be presented to the membership within ninety days following the end of each fiscal year, and to make the same available to the Members by posting it on the Association's website or by emailing it to the Members. If a Member makes a written request for delivery by the U.S. postal service, the Association will deliver a copy in that manner.

If 20 percent of the Members petition the Board of Directors for a level of financial reporting higher than that approved by the Board for that fiscal year, the Association shall duly notice and hold a meeting of members within 30 days of receipt of the petition for the purpose of voting on raising the level of reporting for that fiscal year. Upon the affirmative vote of a majority of the Members, the Association shall cause an audit of the Association books and records by a certified public accountant for that fiscal year.

3. Article VIII shall have the following Section 10 added:
Section 10. Delegation of Duties. With the approval of the Board of Directors, any or all of the Officers of the Association may delegate their respective duties and functions to a licensed, bonded and qualified property manager, provided, however, such property manager shall at all times be subject to the supervision and control of the Board of Directors.

The current version of this article reads as follows:

(a) President: The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board of Directors are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

(d) Treasurer: The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual Assurance service of the Association books to be performed by a Certified Public Accountant at the completion of each fiscal year, with the level of Assurance (review or audit) to be determined by the Board of Directors; and shall prepare an annual budget and financial statements to be presented to the membership within ninety days of the end of each fiscal year, and to make the same available to the Members by posting it on the Association's website or by emailing it to the Members. If a Member makes a written request for delivery by the U.S. postal service, the Association will deliver a copy in that manner.

If 20 percent of the Members petition the Board of Directors for a level of financial reporting higher than that approved by the Board for that fiscal year, the Association shall duly notice and hold a meeting of members within 30 days of receipt of the petition for the purpose of voting on raising the level of reporting for that fiscal year. Upon the affirmative vote of a majority of the Members, the Association shall cause an audit of the Association books and records by a certified public accountant for that fiscal year.

Reason for proposed change

The By-Laws currently assume that Association payments will be made by checks signed by both the President and Treasurer, while in reality almost all payments are made electronically. This amendment explicitly acknowledges and authorizes this reality, requires all invoices to be approved by two officers (analogous to the original check signature/cosignature requirement) and authorizes the association to delegate certain duties to the management company so our By-Laws reflect the way we actually operate.

The Board recommends approval of this amendment.

Live Oak Estates Homeowners Association, Inc
Approved 2025/2026 Budget
December 1, 2025 - November 30, 2026

ACCOUNT DESCRIPTION	MASTER		PHASE IV	
	2024/2025 Budget	2025/2026 Budget	2024/2025 Budget	2025/2026 Budget
INCOME				
Assessment Income	\$ 129,554	\$ 122,396	\$ 147,805	\$ 164,866
Capital Contribution	-	-	-	-
Late Fees	-	-	-	-
Interest on Delinquent Accts	-	-	-	-
Interest on Operating	-	-	-	-
Returned Checks/NSF	-	-	-	-
Total INCOME	\$ 129,554	\$ 122,396	\$ 147,805	\$ 164,866
OPERATING EXPENSES				
Management & Admin				
Annual Meeting Expense	\$ 500	\$ 500	\$ -	\$ -
Postage/Copies/Printing & Supplies	1,500	1,813	1,500	1,196
Coupon Printing/Bank Fees	30	-	-	-
CPA/Audits/Review Comp	6,250	6,875	5,250	5,625
Property Taxes	200	230	-	-
Legal	4,000	4,500	6,000	10,000
Website	438	484	-	-
Insurance	12,037	13,843	-	-
Insurance-D&O	2,957	2,200	-	-
Corporate Annual Report	75	-	-	-
Reserve Study	2,550	-	2,550	425
Management Fees	15,480	17,464	2,376	2,695
Additional Management	-	-	-	-
Bad Debt	1,000	1,000	15	5,139
Miscellaneous	1,000	1,000	1,500	-
Total Management & Admin	\$ 48,017	\$ 49,909	\$ 19,191	\$ 25,080
Grounds Maintenance				
Ground Contract	\$ 48,353	\$ 48,831	\$ 16,685	\$ 16,850
Irrigation Repairs & Maintenance	2,500	1,500	1,300	1,500
Annuals/Landscape Replacement/Sod	5,000	4,000	2,500	2,000
Mulch	3,000	3,000	1,500	-
Lake & Waterway Maintenance	-	-	4,137	4,259
Storm Debris Cleanup	1,500	750	-	1,000
Stormwater Repair/Maintenance	-	-	400	3,660
Drainage/Pump Maintenance/Repair	4,000	2,000	-	-
Entry Sign/Wall Maint/Fence Cleanup	3,200	1,900	-	-
Playground Repair/Maintenance	1,000	3,000	-	-
Total Grounds Maintenance	\$ 68,553	\$ 64,981	\$ 26,522	\$ 29,269
Gate/Access Control				
Gate Repair/Maintenance	\$ -	\$ -	\$ 5,500	\$ 7,300
Gate Phone/Internet	-	-	1,560	1,772
Total Gate/Access Control	\$ -	\$ -	\$ 7,060	\$ 9,072
Utilities				
Electric	\$ 1,530	\$ 1,862	\$ 22,032	\$ 21,000
Total Utilities	\$ 1,530	\$ 1,862	\$ 22,032	\$ 21,000
Reserves				
Reserves - Pooled	\$ 11,454	\$ 5,644	\$ 73,000	\$ 80,445
Total Reserves	\$ 11,454	\$ 5,644	\$ 73,000	\$ 80,445
TOTAL OPERATING EXPENSES	\$ 129,554	\$ 122,396	\$ 147,805	\$ 164,866
NET INCOME/LOSS	\$ -	\$ -	\$ -	\$ -

2025 vs. 2026 Assessment Comparison	2025 Annual Assessment	2026 Annual Assessment	2025 Quarterly Assessment	2026 Quarterly Assessment
	\$ 603.00	\$ 569.00	\$ 560.00	\$ 624.50

DISCLAIMER: THE BUDGET AND FIGURES ARE A GOOD FAITH ESTIMATE ONLY AND REPRESENT AN APPROXIMATION OF FUTURE EXPENSES BASED ON FACT AND CIRCUMSTANCES EXISTING AT THE TIME OF PREPARATION. ACTUAL COST OF SUCH ITEMS MAY EXCEED THE ESTIMATED COSTS.