

COVERED BRIDGE ESTATES COMMUNITY ASSOCIATION, INC.

A Corporation Not-For-Profit

6350 Shenandoah Circle

Ellenton, FL 34222

**SECOND NOTICE OF ANNUAL MEMBERSHIP MEETING AND
ORGANIZATIONAL BOARD OF DIRECTORS MEETING**

Notice is hereby given that the Annual Meeting of Covered Bridge Estates Community Association, Inc., is to be held on Wednesday, March 23, 2022 via ZOOM.

The meeting will begin at 7:00 p.m.

The Organizational Board of Directors meeting will take place immediately following the Annual Meeting.

Owners May Attend via Webportal at <https://us06web.zoom.us/j/88640200528>

March 7, 2022

Dear Covered Bridge Estates Community Owners,

A quorum of all eligible Association members must be present in person or by proxy, in order for business to be conducted. It is therefore, VERY IMPORTANT that you either attend or provide a proxy.

If you **CAN NOT ATTEND** the meeting, please accomplish the following:

1. Complete the Proxy, granting your Proxy Holder the ability to use their best judgment on all matters which properly come before the membership, at the meeting.
2. Your name, address and SIGNATURE must appear on the PROXY in the spaces provided.
3. Apply postage to the envelope provided and return it before the meeting date. You may email the Proxy to: manager@cbecai.com or deliver it to the office located at: 6350 Shenandoah Circle, Ellenton, FL 34222.

In the event your voting rights have been suspended because of nonpayment of any fee, fine, or other monetary obligation due, you will not be able to vote unless payment in full is confirmed as received by the Association prior to the Annual Meeting.

Enclosed in this packet is the Meeting Agendas, a Proxy, a Certificate of Voting Representation (if you have not returned one previously), Board Information Notice, and an envelope for you to return your Proxy.

Please complete the Proxy and return it in the envelope provided.

Please note that a quorum of the Association Members must be present in person or by Proxy for the business of the Association to be conducted. **It is VERY IMPORTANT that you either attend or return your proxies, in the envelope provided, for the Association's business to be conducted.**

If a quorum is not obtained, the meeting will have to be rescheduled and the association will incur the extra expense of another mailing.

You may also email your Proxy to: manager@cbecai.com

If you have any questions, please do not hesitate to contact Pat at manager@cbecai.com.

Respectfully submitted by order of the Board of Directors,

Pat Naldrett-Bilodeau CFCAM, CMCA, AMS, PCAM
Managing Agent for Covered Bridge Estates Community Association, Inc.

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INFORMATIONAL NOTICE

The First Notice for the 2022 Annual Membership Meeting was mailed to you on January 19, 2022. In that packet was a form called: Notice of Intent to Be a Candidate for the Board of Directors. This form was to be submitted if you wished to be a Candidate for one of the three (3) Board of Director's positions open.

Three community owners have submitted the form, by the cutoff date of February 22, 2022. The informational sheets submitted are enclosed for your information.

With three (3) openings and three (3) candidates, an election is not required this year.

The three board candidates are: Alan Laster, Marge Merlan and Don Samuelson.

Charles Lane and Derek Draper will continue to serve another year.

COVERED BRIDGE ESTATES COMMUNITY ASSOCIATION, INC

**6350 Shenandoah Circle
Ellenton, FL 34222
941.479.4903**

**CERTIFICATE OF APPOINTMENT
OF VOTING REPRESENTATIVE**

To: Community Association Manager
For: Covered Bridge Estates Community Association, Inc.

KNOW ALL PERSONS BY THOSE PRESENT, that the undersigned constituting all the recorded owner (s) of Unit No. / Address: _____ have designated:

(DESIGNATED VOTER’S NAME – MUST BE AN OWNER OF THE UNIT)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and By-Laws of the Association.

The afore named voting representative is hereby authorized and empowered to act in the capacity herein set forth until the undersigned otherwise modifies or revokes the authority set forth in this voting Certificate. In addition, this Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Dated this ___ day of _____, 2022 Unit #/ Address _____

SIGNATURE OF OWNER: _____

SIGNATURE OF OWNER: _____

SIGNATURE OF OWNER: _____

Note: This form is not a proxy and should not be used as such.

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PROXY

To: Secretary
Covered Bridge Estates Homeowners Association, Inc.
6350 Shenandoah Circle
Ellenton, FL 34222

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the Secretary of the Association, as his or her designee, or _____, attorney and agent with the power of substitution for and in the name, place and stead of the undersigned, to vote as proxy at the **membership meeting of the Association, to be held by ZOOM, Wednesday, March 23, 2022 at 7:00 p.m.**, and adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present in accordance with the specifications hereinafter made, as follows:

GENERAL POWERS

_____ I hereby authorize and instruct my proxy to use his best judgement on all matters 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: _____

Owner: _____

Address: _____

In no event shall this proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given.

DATED this _____ day of March, 2022.

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Ellenton, FL 34222

ANNUAL MEMBERSHIP MEETING AGENDA

TIME: 7:00 P.M.
DATE: Wednesday, March 23, 2022
PLACE: ZOOM

Owners May Attend via Webportal at <https://us06web.zoom.us/j/88640200528>

- 1. Call the Meeting to Order**
- 2. Certify Quorum**
- 3. Proof of Notice**
- 4. Reading and Disposal of any Unapproved Membership Meeting Minutes**
- 5. Report of Officers**
- 6. Old Business**
- 7. New Business**
 - a. Announce Board of Directors for 2022/2023**
- 8. Adjournment**

Additional items may be posted 48 hours prior to the meeting as required by Florida Law.

BOARD OF DIRECTORS MEETING AGENDA

TIME: Immediately following Annual Meeting
DATE: Wednesday, March 23, 2022
PLACE: ZOOM

Owners May Attend via Webportal at <https://us06web.zoom.us/j/88640200528>

- 1. Call the Meeting to Order and Proof of Notice**
- 2. Certify Quorum**
- 3. Reading and Disposal of any Unapproved Board Meeting Minutes**
- 4. New Business:**
 - a. Election of Officers**
 - b. Approve Authorized Check Signers**
- 5. 2022/2023 Board of Directors Meeting Schedule**
- 6. Adjournment**

Additional items may be posted 48 hours prior to the meeting as required by Florida Law.