

**Jupiter Village Phase IV (4) HOA, Inc.**  
**4227 Northlake Boulevard**  
**Palm Beach Gardens, FL 33410**  
**(561)626-0917 Fax (561)626-7143**  
**www.seabreezecms.com**

August 25, 2017

**Notice of Upcoming Annual Meeting**

Dear Jupiter Village Phase IV Owners:

This letter serves as notice of the Jupiter Village Phase IV (4) HOA, Inc. Annual Meeting. If you are interested in running for a position on your Board of Directors, please provide your name, address, and contact information in writing; send via mail, email or fax to our office. Your request must be received on or before **September 8, 2017** to be included on the ballot. Nominations from the floor will also be accepted.

**Annual Meeting Notice:**

The meeting will be held on **Monday, September 11, 2017** at the **Jupiter Village Clubhouse**. **The meeting will start at 6:30 p.m. with registration from 6:15 p.m. to 6:30 p.m.** It is very important to establish a quorum. Even if you plan to attend, please complete and return the enclosed proxy form via mail, email, or fax to our office. A quorum must be established to hold the meeting.

**Agenda**

1. Determine quorum of unit owners & open meeting. (29 required in person or proxy)
2. Proof of notice of meeting
3. Approve prior Annual Meeting minutes as available
4. Election of Directors (call for nominations, close, election if over 5 running)
5. Old Business
6. New Business
7. Adjournment

\* Immediately following the Annual Meeting, there will be the Organizational Meeting for the purpose of electing Officers for the Board of Director positions and bank signors for 2017.

As per Florida Statutes every home owner is entitled to the Year End Financial Report, please see the enclosed flyer for instructions on how to obtain a copy. Please don't forgot to send in your Update Form to keep our records up to date.

Please feel free to contact the management office if you have any questions or require additional information.

Sincerely,

***Courtney Hagins, LCAM***  
On behalf of Jupiter Village Phase IV (4) HOA, Inc.  
Board of Directors

Encl.: Proxy, Return Envelope for Proxy, Year-End Financial Notice & Resident Update Form