

Town Oaks Homeowners Association, Inc.

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

www.seabreezecms.com

January 14, 2019

2019 Annual Meeting, Organization Meeting & 2018 Year-End Financial Notice

Date: February 13, 2019
Time: 6:30 pm (Registration begins at 6:00 pm)
Location: The Keyes Company
11290 Legacy Avenue, Suite 140
Palm Beach Gardens, FL 33410

Directions: From RCA Blvd. North on Fairchild Gardens Ave. (past Legacy Residences). At the stop sign, turn left on Fairchild Ave. 1st right into the parking garage, proceed to 2nd level, go to the very south end of the 2nd level (there will be signs).

The purpose of the Annual Meeting is to elect Directors to the Board. There will be 2 open positions for the Board this year, currently held by Curtis Cook and Chet Miller. Both owners have indicated their willingness to continue serving if re-elected. The current Board members and terms are:

<u>Board Members:</u>	<u>Position:</u>	<u>Term:</u>	<u>Expiration Date:</u>
Terry Jonethis	President	2 Years	2020
Jannet Preti	Treasurer	2 Years	2020
Chet Miller	Vice President	2 Years	2019
Alison Stanavitch	Secretary	2 Years	2020
Curtis Cook	Director	2 Years	2019

If you are interested in running, you may submit your name on the Notice of Intent to Run Form attached in this mailing and return it to Sea Breeze CMS, Inc. via fax, email or mail by **February 11, 2019**, to be added to the Ballot. There will also be nominations from the floor on the day of the meeting.

If you will not be able to attend the meeting, please fill out the enclosed **Proxy** to designate a person to vote for you. You can hand deliver, fax or mail it to our office in the enclosed return envelope, or give it to a person whom you know will be attending the meeting. Should you attend the meeting, the Proxy may be voided and you may vote in person. *Proxies must be received prior to the start of the meeting to be valid.*

2018 Year-End Financial Reports: Florida Statute requires we must send a copy of the Year-End Financial reports to all owners or advise that copies are available upon request. To help save you money we will not mail out the reports. If you would like a copy of the Year-End Financial reports please send us your request in writing via e-mail or mail us a letter stating the same. We will send you a copy of the Year-End Financial reports once they are available.

Email: admin@seabreezecms.com

Please enjoy reading the enclosed Community newsletter.

Sincerely,
On Behalf of the Board of Directors
Town Oaks Homeowners Association, Inc.
Courtney P. Hagins LCAM
courtney@seabreezecms.com

Encl: Intent to Run Form, Proxy, #9 Return Envelope, Newsletter

Town Oaks Homeowners Association, Inc.

2019 Annual Meeting

Notice of Intent To Run

This letter shall constitute my intention to run for the Board of Directors at the Annual Meeting. The undersigned is properly qualified to run for the Board of Directors.

Meeting Date: February 13, 2019

**Meeting Location: 11290 Legacy Avenue, Suite 140
The Keyes Company Office
Palm Beach Gardens, FL 33410**

House Number: _____

Street Name: _____

Candidate Signature: _____

Print Name: _____

Date: _____

Please Return by Mail, Fax, Hand- Delivery or Email To:

sophie@seabreezecms.com

(561) 626-7143

**Town Oaks Homeowners Association, Inc.
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4227 Northlake Boulevard
Palm Beach Gardens, FL 33410**

Town Oaks Homeowners Association, Inc.

2019 Annual Meeting

PROXY

The undersigned owner(s) or their voting representative of the property located at _____ in **Town Oaks Homeowners Association, Inc.**, hereby appoints the Secretary of the Association, their designee, or _____ as proxy.

I hereby authorize and instruct my proxy to use their best judgment on all matters which properly come before **Town Oaks Homeowners Association, Inc., Annual Meeting to be held February 13, 2019 at 6:30 pm, at 11290 Legacy Avenue, Suite 140 in Palm Beach Gardens, FL 33410.**

The undersigned hereby revokes all prior proxies executed before this date and further ratifies and confirms any and all acts 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. This Proxy **MUST** be received on or before the scheduled meeting. By signing below, I represent that my name is on the deed to my/our property.

Dated: _____ Signature: _____

Print Name: _____ Property Address: _____

This section is only to be filled in by the proxy holder if they wish to appoint a substitute proxy holder.

SUBSTITUTION OF PROXY

The undersigned appointed as proxy above, does hereby designate _____

PRINT NAME

to substitute for me in the proxy set forth above.

Dated: _____ Signature of Proxy Holder: _____

THIS PROXY IS REVOCABLE BY THE HOMEOWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL CONTINUATION OR ADJOURNMENT THEREOF. IN NO EVENT SHALL THIS PROXY BE VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

Town Oaks Community News

Terry's talk - a note from the board president

Greetings all! Where did 2018 go? Couple of things to remind all our residents about as a new year is upon us:

1. Parking - please don't park on the grass. And, be courteous to other residents - limit resident parking in the visitor spots. Also, please do not park on the opposite side of the road. We are required to follow the laws of the county.

2. Speed limits - be sure to adhere to the posted speed limit signs. There are a number of residents who walk their dogs and children who play outside - PLEASE SLOW DOWN!

3. Landscaping - we have received a number of issues with the current landscape company. Mark your calendars - Thursdays are our general lawn maintenance day. Remember to please place a red reflector near anything you don't want trimmed. Same goes for your backyard - place a red reflector on the gate. We will be getting you detailed information on what is included and what is not as part of the lawn care. Stay tuned.

As always, please let me know if there's something the Board or I can do to make our neighborhood an even better place.

Happy New Year!

New year checklist

A new year is a great time to inspect your home to make sure it's in tip top shape! Please use this checklist as a reminder.

- ___ Clean roof and gutters
- ___ Pressure clean exterior of your home
- ___ Remove mold from all exterior walls
- ___ Repair and paint all trim
- ___ Clean driveways
- ___ Repair and paint mailbox - add new numbers, if needed
- ___ Replace house numbers
- ___ Remove personal items that can be seen from the road or your neighbors
- ___ Remove dead plants from flower pots - clean out flower beds
- ___ Trash pick-up days are Wednesday and Saturday!
- ___ Store trash cans and recycle bins out of site
- ___ Put trash cans out after 6 p.m. the night before or morning of trash pick up
- ___ Bring in trash cans and recycling bins the same day as trash pick up
- ___ Water your lawn regularly

A new year is also a great time to review the Town Oaks HOA rules and regulations. You can review them online at the Seabreeze website. www.seabreezecms.com



NEWS YOU CAN USE



Put them away!

Please store trash cans and recycle bins out of view from road and neighbors. Trash can be placed curbside the evening prior to pick-up.



Good fences make good neighbors

Fences must be kept in good condition. If not, please clean it, repair it or replace it!



Pets!

We all love our pets. Please cleanup after your four-legged friends! It is very inconsiderate of pet parents to leave the burden on others to clean up after another's pet. We all live and play here, too. Help keep our community clean.

Making Town Oaks great again

Any exterior alterations that are made to your landscaping or structure of your property must be approved by the Board prior to any work being performed. An 'ARC form' must be submitted. You can download the form from the Sea Breeze website.

In addition, please use your irrigation system to water your lawn. Brown patches of dead grass affect the curb appeal and home values in the community. It is also a City Code, so keep your yard green!



Can your home be found in the event of an emergency?

Make sure your house number is clearly visible. If the fire department, rescue squad or police cannot see your house immediately, seconds matter! *According to the fire department:* House numbers should be a minimum 4" in height and please use reflective numbers!



REMINDER!

A good neighbor increases the value of your property!

– Czech Proverb

Questions:

Town Oaks POA, Inc.
C/O Sea Breeze, CMS, Inc.
Phone: 561-626-0917
Fax: 561-626-7143

Email: admin@seabreezecms.com

Write to: Town Oaks POA, Inc.
4227 Northlake Blvd.

Palm Beach Gardens, FL 33410

Or visit: www.seabreezecms.com

The website provides access to the rules, regulations, paint colors, ARC form, ACH form.

2018 Board of Directors

Terry Jonethis, President

Chet Miller, VP

Jannet Preti, Treasurer

Alison Stanavitch, Secretary

Curtis Cook, Director