

Winchester Courts 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 28, 2019

2019 Annual Meeting and Organizational Meeting Notice

Date: February 28, 2019
Time: 7:00 pm Registration will begin at 6:30 pm and end at 7:00 pm
Location: Palm Beach Gardens Library
11303 Campus Drive
Palm Beach Gardens, FL. 33410

Dear Owners:

The **Annual Meeting** of the Association will be held for the purpose of electing your Board of Directors and to conduct any lawful business of the Association.

If you are unable to attend the meeting please complete the enclosed Proxy and send back. If you are then able to attend the meeting you may void the Proxy and vote in person.

The Order of Business at the Annual Meeting will be as follows:

1. Election of chairman of the meeting
2. Calling of the roll and certifying of Proxies
3. Proof of notice of meeting or waiver of notice
4. Reading and disposal of any unapproved minutes
5. Reports of Officers
6. Reports of Committees
7. Election of Inspectors of Elections
8. Election of Directors
9. Unfinished Business
10. New Business
11. Adjournment

Organizational Meeting to be held immediately after the Annual Meeting to vote on Officer positions for 2019 and bank account signers. The Agenda for the Organizational Meeting is as follows:

1. Call to Order
2. Appoint Officers
3. Appoint bank signers
4. Adjournment

If you are interested in serving on your Board, please state same, in writing and mail, fax or e-mail to our office. We must receive your written request to run for the Board on or before, **February 22, 2019** to be added to the Ballot. Nominations will also be taken from the floor.

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 same. We will send you a copy of the year-end financial reports once they are available. Email: **admin@seabreezecms.com**.

Sincerely,

On behalf of Winchester Courts Homeowners Association Inc., Board of Directors

Beverly Jamason, LCAM

Bev@seabreezecms.com

Encl: Proxy and #9 Return envelope

Winchester Courts Homeowners Association, Inc.

2019 Annual Meeting

Proxy

The undersigned hereby appoints: (Check One)

_____ a) The Secretary of the Association, on behalf of the Board of Directors, or

_____ b) _____ (If you check (b) write in the name of your Proxy), as my Proxy,* with full powers of substitution, for quorum purposes and for all other matters that properly come before the **Annual Meeting of Winchester Courts Homeowners Association, Inc.**, to be held on **February 28, 2019** at the **Palm Beach Gardens Library, 11303 Campus Drive, Palm Beach Gardens, FL. 33410 and any adjournment thereof.** Registration will be from **6:30 pm to 7:00 pm.** Please come early to register and start the meeting at **7:00 pm.**

Dated: _____

Unit Address: _____

Unit Owner Signature _____

Print Unit Owner Name _____

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If the above proxy is unable to attend the meeting, they may use a substitute. If this applies complete the below section.

Substitution of Proxy

The undersigned, appointed as Proxy above, does hereby designate _____ to substitute for me in the Proxy set forth above.

Dated: _____ Proxy Name: _____

THIS PROXY IS INVALID IF IT IS NOT SIGNED AND DATED. 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.

* Failure to check either (a) or (b), or if (b) is checked, failure to write in the name of the Proxy shall be deemed an appointment of the Secretary of the Association as your Proxy.