



"A Leader in Association Management"

February 23, 2021

Members of Orchid Cove Condominium Association, Inc.:

The Annual Members' Meeting will be held on March 16, 2021, at 6:30 PM via Zoom Conference Platform hosted at Progressive Community Management, 3701 South Osprey Avenue, Sarasota, Florida 34239.

There are three (3) current positions on the Board of Directors. One (1) individual submitted an intent to be candidate for the Board of Directors and gave written notice to the Association not less than forty (40) days before the Election. The following individual, Kim Strub, will serve on the Board of Directors for a one (1) year term. Two (2) additional directors may be appointed. There **will not** be an election.

Enclosed are a Meeting Notice, Agenda, Limited Proxy, with a return envelope, and a Year End Financial Statement Request Form. Also enclosed are the Zoom instructions for the meeting.

Please note that you will be voting for Cross Utilization for Reserve Items. The Board of Directors recommends a YES vote.

Explanation of Cross Utilization:

The Board is asking for this ability because the Association currently uses dedicated reserve funds for each reserve item. You will be asked to vote on giving the Board of Directors the authority during the year 2021 to use all reserve funds, those accumulated to date and those accumulated during the 2021 calendar year, for any other line item set forth in the 2021 Reserve Budget. Association reserve balances are healthy, however unexpected expenses may occur. Cross-utilization example: the roads needed replacing but we did not have enough saved in the reserve to fully pay for it. The board could use money from another reserve fund, i.e., roofs or painting, to pay for the amount short in the roads fund. This would save the members from having a special assessment.

The Board is obligated to pay back reserve funds that are borrowed from a specific category of reserves. For example, if the Association is in need of roofs, we can borrow from the reserves from another category like painting but must pay back the painting category in the reserves.

A quorum of the Association Members must be present in person or by proxy, at the meeting, in order for the business to be conducted. It is therefore VERY IMPORTANT that you either attend, or return a proxy in the enclosed envelope, in order for the Association's business to be conducted.

Even if you have already returned your proxy for a previous meeting, we need this proxy returned by everyone. This proxy is specific to the annual meeting. A quorum is required. Please be sure to complete the enclosed proxy and return it as soon as possible.

A quorum is 25% of members or 12 is necessary to even hold the Members Annual Meeting. It is so important to send back your proxies and/or be at the Zoom Meeting. It also is required a 2/3 yes vote or 32 members to pass the Cross-Utilization vote. It is also important to send back your vote in the mail ASAP.

Sincerely,

Judith R. Littell, LCAM
Progressive Community Management, Inc.
Managing Agent for Orchid Cove Condominium Association, Inc.

S E C O N D N O T I C E

ANNUAL MEETING of Orchid Cove Condominium Association, Inc.

**MARCH 16, 2021
at 6:30 PM
Via Zoom Conference Platform
Hosted at Progressive Community Management
3701 South Osprey Avenue
Sarasota, Florida 34239**

**Website URL: Zoom.us
Meeting ID: 835 1981 5489
Password: 046244
Dial-In (Telephone) Information: +1 646 558 8656 US**

A G E N D A

ANNUAL MEETING OF OWNERS

- A. Call meeting to order
- B. Determination of a quorum
 - Report those present in person and those by proxy
- C. Proof of mailing of notice of Annual Meeting
- D. Approval of Minutes
- E. Reports
- F. New Business
 - Vote on Cross Utilization of Reserves
- G. Announce Board Members
- H. Adjournment

ORGANIZATIONAL MEETING OF THE BOARD

- A. Call Meeting to Order
- B. Determination of a Quorum
- C. Proper Meeting Notice
- D. Approval of Minutes from Last Board Meeting
- E. Appointment of Directors
- F. Election of Officers
- G. Adjournment

**ADDITIONAL AGENDA ITEMS TO THE BOARD OF DIRECTORS MEETING
MAY BE POSTED AT LEAST 48 HOURS PRIOR TO THE MEETING
AS REQUIRED BY FLORIDA LAW**

Zoom Video Conference and Telephone Conference Instructions

March 16, 2021 at 6:30 P.M.

Website URL: Zoom.us

Meeting ID: 835 1981 5489

Password: 046244

Dial-In (Telephone) Information: +1 646 558 8656 US

Option One: Appear Via Zoom Video:

- 1. Download the free Zoom App on your Smartphone or computer PRIOR to the scheduled meeting date. <https://www.zoom.us>**
- 2. On the date and time of the meeting, select “Join a Meeting” and then enter the Meeting ID and Password provided for the meeting.**
- 3. Once you connect to the meeting, there may be a check in process. Please wait.**

Option Two: Appear Via Zoom Audio (Phone)

No Camera, No Problem. The Zoom Platform allows you to appear by telephone if you do not have a camera or a computer.

On the date and time of the meeting, just call +1 646 558 8656 US. Then enter your Meeting ID and Password that has been provided for you. Once you connect, there may be a check in process. Please wait.

ORCHID COVE CONDOMINIUM ASSOCIATION, INC.

A Corporation Not for Profit

LIMITED PROXY

2021 ANNUAL MEMBERSHIP MEETING

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned owner(s) or their voting representative, hereby appoint _____ (or if left blank, hereby appoint the President, or in the absence of the President, the Secretary of the Association) as my Proxy Holder, with full powers of substitution, for all matters to come before the Annual Meeting of Members of the *Orchid Cove Condominium Association, Inc.* on **March 16, 2021 at 6:30P.M. via Zoom platform hosted at Progressive Community Management, 3701 South Osprey Ave, Sarasota, FL 34239** and any adjournment or adjournments thereof.

As a result of the ongoing COVID-19 pandemic and recommendations in Executive Order 20-139 that all persons in the State of Florida follow appropriate social distancing and safety protocols issued by the CDC and that senior citizens and individuals with a significant underlying medical condition avoid crowds and take measures to limit the risk of exposure to COVID-19, the meeting will be conducted telephonically.

Website URL: Zoom.us

Meeting ID: 835 1981 5489

Password: 046244

Dial-In (Telephone) Information: +1 646 558 8656 US

The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS (You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required).

_____ I authorize and instruct my proxy holder to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BOXES PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXY HOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

CROSS UTILIZATION OF RESERVE FUNDS

I cast my vote to give the Board of Directors the authority during the year 2021 to use all reserve funds, those accumulated to date and those accumulated during the 2021 calendar year, for any other line item set forth in the 2021 Reserve Budget. Cross-utilization example: the roads needed replacing but we did not have enough saved in the reserve to fully pay for it. The board could use money from another reserve fund, ie, roofs or painting, to pay for the amount short in the roads fund.

☐ **YES, FOR Cross Utilization**
(Board Recommends)

☐ **NO, AGAINST Cross Utilization**

Dated this _____ day of _____, 20____ Address _____

If unit is owned by more than one person, all owners must sign or Designate a Unit Representative.

Signature of Owner

Printed Name

Signature of Owner

Printed Name

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