



February 20, 2023

Members of Orchid Cove Condominium Association, Inc.:

The Annual Members' Meeting will be held on March 16, 2023, at 5:00 PM at the Tara Preserve Community Center, 7340 Tara Preserve Lane, Bradenton, Florida 34203. The meeting will also be offered via Zoom Conference Platform.

There are three (3) current positions on the Board of Directors. Three (3) individuals 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 individuals, Philip Auciello, Larry Hiither and Jane S. Schneider, will serve on the Board of Directors for a one (1) year term. There **will not** be an election.

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

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 via email to jlittell@pcmfla.com, or mail it to PCM at the address on the bottom of this letter.

Sincerely,

Judith R. Littell, LCAM
Progressive Community Management, Inc.
Managing Agent for Orchid Cove Condominium Association, Inc.
Email: jlittell@pcmfla.com

JRL:kr

Enclosures

3701 South Osprey Avenue • Sarasota, Florida 34239
Telephone: (941) 921-5393 x1135 • Fax: (941) 923-7000 • jlittell@pcmfla.com

ANNUAL MEETING
Orchid Cove Condominium Association, Inc.
MARCH 16, 2023 - at 5:00 PM
Tara Preserve Community Center
7340 Tara Preserve Lane
Bradenton, Florida 34203

Website URL: Zoom.us
Meeting ID: 823 1175 6467 Password: 429353
Dial-In (Telephone) Information: (312) 626-6799

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
 - 1. President
 - 2. Treasurer
 - 3. Secretary
- Committee Reports
 - 1. Document Rewrite –
 - 2. Landscape –
 - 3. Communication –
 - 4. Maintenance –
 - 5. Pool –
 - 6. Rule Enforcement –
 - 7. Welcome –
- F. New Business
- G. Announce Board Members
- H. Adjournment

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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 – February 16, 2023
- E. Appointment of Directors
- F. Election of Officers
- G. Old Business
 - 1. Adopt Special Assessment
 - 2. CD Investment with Ameris Bank
 - 3. Rules & Regulations
- H. New Business
 - 1. Insurance Discussion
 - 2. Annual Fire Extinguisher Inspections – March 22, 2023
 - 3. Fire Alarm System & Interior Sprinkler Inspections – April 11, 2023
 - 4. Back Flow Preventer Inspections
- I. Anything Else that Comes Before the Board
- J. Owner Participation
- K. Schedule Next Board Meeting – April 20, 2023
- L. Adjournment



"A Leader in Association Management"

Members of

Orchid Cove Condominium Association, Inc.:

The 2022 Year End Financial Statement will be available at no charge to any owner who requests one. Once available, this will be located on the owner's side of the Orchid Cove Website.

If you would like for PCM to send you a copy when it becomes available, please fill out the form at the bottom of the page and return this request to Progressive Community Management, Inc., **Return Completed request form to PCM by Mail or Fax.**

Fax #941-923-7000 or Mail to: 3701 South Osprey Avenue, Sarasota, FL 34239.

REQUEST FOR THE FINANCIAL STATEMENT OF
Orchid Cove Condominium Association, Inc.
AS OF DECEMBER 31, 2022

**IF YOU WOULD LIKE THE FINANCIAL STATEMENT SENT TO YOU BY EMAIL
PLEASE PROVIDE YOUR EMAIL ADDRESS IN THE SPACE BELOW:**

Owner's Name: _____

OWNER'S EMAIL ADDRESS: _____

OR

**IF YOU WOULD LIKE THE FINANCIAL STATEMENT MAILED TO YOU, PLEASE PROVIDE YOUR
MAILING ADDRESS IN THE SPACE BELOW:**

Please PRINT NAME and MAILING ADDRESS

OCC

ORCHID COVE CONDOMINIUM ASSOCIATION, INC.

A Corporation Not for Profit

GENERAL PROXY

2023 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, 2023 at 5:00 P.M. at Tara Preserve Community Center, Tara Preserve Lane, Bradenton, FL 34203*** 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: 823 1175 6467 Password: 429353

Dial-In (Telephone) Information: (312) 626-6799

GENERAL POWERS

_____ 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.

Dated this _____ day of _____, 2023 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.

Zoom Video Conference and Telephone Conference Instructions

March 16, 2023 at 5:00 P.M.

Website URL: Zoom.us

Meeting ID: 823 1175 6467 Password: 429353

Dial-In (Telephone) Information: (312) 626-6799

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 the number listed above. 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.