



February 20, 2024

Members of Orchid Cove Condominium Association, Inc.:

The Annual Members' Meeting will be held on March 21, 2024, 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.

Website URL: Zoom.us
Meeting ID: 837 1193 4955 Passcode: 752670
Dial-In (Telephone) Information: (312) 626-6799

There are three (3) current positions on the Board of Directors. Two (2) individuals submitted an intent to be a 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, Cathleen Paciello and Jane Schneider, will serve on the Board of Directors for a one (1) year term. There **will not** be an election. One more director needs to be appointed to serve on the Board.

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.

It is extremely important that a third director be appointed to the Board. Otherwise, the association might be put into a receivership by the Court. They determine how the association will be managed, and what your maintenance fee will be without any input from members. They appoint a management firm to run the association and the monthly expense could be around \$2,500 per month. Please think about serving on the Board and send an email to me at jlittell@pcmfla.com.

Sincerely,

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

JRL:kr
Enclosures

S E C O N D N O T I C E
ANNUAL MEETING
of
Orchid Cove Condominium Association, Inc.

MARCH 21, 2024
at 5:00 PM

Tara Preserve Community Center
7340 Tara Preserve Lane
Bradenton, Florida 34203

Website URL: Zoom.us
Meeting ID: 837 1193 4955 Passcode: 752670
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
- F. New Business
- 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



Members of
Orchid Cove Condominium Association, Inc.:

The 2023 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, 2023

**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

ORCHID COVE CONDOMINIUM ASSOCIATION, INC.
A Corporation Not for Profit
GENERAL PROXY
2024 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 21, 2024 at 5:00 P.M. at Tara Preserve Community Center, Tara Preserve Lane, Bradenton, FL 34203*** and any adjournment or adjournments thereof.

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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 general powers may be used.

Dated this _____ day of _____, 2024 Unit Number _____

SIGNATURE OF THE OWNER OF THE UNIT

PRINTED NAME

SIGNATURE OF THE OWNER OF THE UNIT

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.

PLEASE RETURN THIS PROXY

OCC

Zoom Video Conference and Telephone Conference Instructions

March 21, 2024 at 5:00 P.M.

Website URL: Zoom.us

Meeting ID: 837 1193 4955 Passcode: 752670

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

To Join Zoom Meeting

<https://us02web.zoom.us/j/83711934955?pwd=SmoyZjNJbmtvYmh0QUk1UWlqcWx1Zz09>

Input the Meeting ID and Password

Find your local number: <https://us02web.zoom.us/u/kdDGsT1CXP>