

Coquina Key Subdivision Homeowners' Association, Inc.

NOTICE OF 2024 ANNUAL MEMBERSHIP MEETING

Notice is given that the Coquina Key Subdivision Homeowners' Association Inc., will hold their Annual Membership Meeting as follows:

Date: January 6, 2024
Time: 10:00AM
Place: Ormond Beach Public Library
30 South Beach Street
Ormond Beach, FL 32174

Proposed Agenda:

1. Calling of the Roll
2. Certifying of Proxies for Quorum
3. Proof of Notice of Meeting
4. Reading of 2023 Annual Members' Meeting minutes
5. Report of Officers
6. Report of Committees
7. Unfinished business
8. New Business
 - Vote on proposal for Spectrum reserve fund
9. Self-Nominations from the floor and via video for 2024 HOA Board of Directors.
10. Candidates may speak for a maximum of five minutes.
11. Determination if election is necessary *(Minimum of 3 or maximum of 9 candidates. If there are more than 9 candidates an election is required.)*
12. Election Results
13. Announcement of names of the 2024 HOA Board of Directors
14. Adjournment

The affairs and property of this association shall be managed and governed by a Board of Directors composed of not less than three (3) nor more than nine (9) persons. The Directors shall be elected by the voting membership via written ballot at the annual meetings of the membership.

PROXIES: If you are unable to attend the annual meeting, please submit your proxy so that we may establish a quorum at the meeting. Return the proxy in the proxy envelope provided. Proxies may also be emailed to Amoore@FLCoastMgt.com. If you have any questions, please contact Ashley Moore at (321) 352-6278 or by email Amoore@FLCoastMgt.com.

Sincerely,

Ashley Moore, LCAM, CMCA
& Your Board of Directors of Coquina Key Subdivision Homeowners' Association, Inc.

Enclosures:

Annual & Organizational Meeting Agendas, 2024 Proxy, Notice of Intent to be a Board Candidate, Owner Information Sheet, Voter Certification Form

160 Cypress Point Parkway, Suite C207, Palm Coast, FL 32164

COQUINA KEY HOMEOWNERS ASSOCIATION
LIMITED PROXY FORM

I, _____
(print your name)

the owner of lot # _____ hereby appoint

(print the name of your appointee)

Note: If the proxy holder name is left blank, this proxy will count only toward reaching the attendance quorum at the annual meeting.

as my proxy holder to attend the annual meeting of the members of Coquina Key Homeowners Association to be held on Saturday, January 6, 2024 at 10:00 AM to 12:00 PM. Ormond Beach Library, 30 S. Beach St., Ormond Beach, FL 32174. The proxy holder named above has the authority to vote & act for me to the same extent that I would if personally present, except that my proxy holder's authority is limited as indicated below (check only one of the following options):

1. _____ Please accept this proxy to count only towards quorum at the annual meeting.
2. _____ I authorize & instruct my proxy to cast my vote for matters which properly come before the annual meeting including election of the board of directors. The proxy will also count towards the quorum at the annual meeting.

Date _____

Signature of Owner _____

Only Designated Voter on file can sign this form if Property has more than one owner.

THIS PROXY IS REVOCABLE BY THE LOT OWNER & IS VALID ONLY FOR THE 1/06/2024 ANNUAL MEETING FOR WHICH IT IS GIVEN & ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE 1/06/2024 MEETING FOR WHICH IT WAS GIVEN.

SUBSTITUTION OF PROXY

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

Date: _____

PROXY HOLDER: _____

(This is revocable by the unit owner and proxy shall not be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given.)

Coquina Key Home Owners Association

OPTIONAL- DOES NOT PRECLUDE YOU FROM SELF NOMINATION

NOTICE OF INTENT TO BE A CANDIDATE

**YOU WILL STILL NEED TO NOMINATE YOURSELF FROM THE FLOOR OR
VIA VIDEO CONFERENCE**

I, _____, hereby intend to place my name in nomination as a candidate for the

Board of Directors of the Coquina Key Subdivision Homeowners' Association for the Annual Election to take place on Saturday, January 6, 2024, at 10:00 AM at the Ormond Beach Public Library, 30 South Beach Street, Ormond Beach, FL 32174.

I understand that I am responsible for the accuracy of the information contained in the Information Statement. I certify that I am neither a convicted felon nor lacking the right to vote in the jurisdiction of my personal residence.

Signed: _____ Date: _____

On-site Address: _____

Mailing Address (If Different): _____

Phone: _____ Email: _____

CANDIDATE INFORMATION

Information may be included below or provided on a separate 8 ½" x 11" sheet.

PERSONAL BACKGROUND

PRIOR ASSOCIATION EXPERIENCE

COMMENTS ABOUT BOARD CANDIDACY

Coquina Key Subdivision Homeowners' Association, Inc.

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

TO THE SECRETARY OF

COQUINA KEY SUBDIVISION HOMEOWNERS' ASSOCIATION, INC. (The "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of

Coquina Key Subdivision Homeowners Association, Inc, Address:

_____ in the Coquina Key Subdivision Homeowners Association, Inc, Inc., have designated:

(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Association By-Laws, Articles of Incorporation, and Declaration of Covenants, Conditions and Restrictions of the Coquina Key Subdivision Homeowners Association, Inc.

This certificate is made pursuant to the Association By-Laws and the Declaration of Covenants, Conditions and Restrictions of the Coquina Key Subdivision Homeowners Association, Inc. and shall revoke all prior certificates and be valid until revoked by a subsequent certificate.

Dated the _____ day of _____, 202_

Property Owner Signature

Property Owner Signature

Property Owner Signature

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the property as the Voting Representative, NOT a third person. **THIS ONLY NEEDS TO BE FILLED OUT IF YOUR HOUSEHOLD HAD NOT DONE SO PREVIOUSLY. ONLY ONE REPRESENTATIVE PER HOUSEHOLD.**



...Providing Exceptional Service From Coast to Coast!
www.FLCoastMgt.com
Phone: 321-FI COAST
{321-352-6278}

Coquina Key Subdivision Homeowners' Association, Inc.

Owner Information Contact Update Form

Property Address _____ Unit# _____

Please complete the form below by PRINTING the requested information, sign and date and mail, fax, or email to the address above. Information confidential: Y or N _____

Homeowner Name(s) _____

Resident Address _____ Unit# _____

Mailing Address(if different) _____

Home Telephone Number _____

Work Telephone Number _____

E-mail _____ Cell Phone _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s) _____

Home Telephone Number _____

Work Telephone Number _____ Fax# _____

E-mail _____ Cell# _____

Number of Person(s) occupying unit Number of Pets (and Type)

Adult(s) _____ Children _____ Dogs _____ Cats _____ Other _____

Vehicle(s) Make/Yr Model Color Tag Number

Please Sign and Date Below:

Owner Signature

Date

Spouse/Co-Owner Signature

Date