

# **MISSION HILLS CONDOMINIUM ASSOCIATION, INC.**

## **NOTICE OF 2021 BUDGET ADOPTION MEETING**

**To All MISSION HILLS CONDOMINIUM ASSOCIATION, INC. Members,**

**The BUDGET ADOPTION MEETING of MISSION HILLS CONDOMINIUM ASSOCIATION, INC. will be held at the following DATE, TIME, and LOCATION:**

- **DATE / TIME: Wednesday, October 28, 2020 at 6:00 PM**
- **LOCATION: Mission Hills Clubhouse or see next page for Joining the Budget Adoption Meeting by ZOOM**
- **PURPOSE:** This Budget Meeting of the Association will be held for the purpose of final approval and adoption of the 2021 Annual Budget, as well as the establishment of the annual assessment and/or Association fee(s) schedule for the 2021 calendar year. We have enclosed a copy of the 2021 Proposed Budget for your review.

**Agenda items are as follows:**

1. Certify Quorum of Board and the Membership
2. Proof of Notice of the Meeting
3. Vote Results to Waive Financial Reporting Requirements
4. Vote Results to Waive Fully Funding the Reserves
5. Board Approval of 2021 Annual Budget
6. Adjournment

September 23, 2020

**BY ORDER OF THE BOARD OF DIRECTORS**

**JAMES J. MATEKA, LCAM**

**PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM**

**MISSION HILLS CONDOMINIUM ASSOCIATION, INC.**

**PROXY**

The undersigned owner(s) or designated vote of Address \_\_\_\_\_, Unit \_\_\_\_\_ in **MISSION HILLS CONDOMINIUM ASSOCIATION, INC.** hereby appoints the **Secretary** of the Association or \_\_\_\_\_ as my proxy-holder to **ATTEND** the Budget Adoption Meeting of **Mission Hills Condominium Association, Inc.** to be held on, **October 28, 2020, at 6:00 PM at the Mission Hills Clubhouse.** 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, including the establishment of a quorum, in all matters before the membership, 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 judgement on all other matters which properly come before the meeting and for which a general proxy may be used.

**LIMITED POWERS:** For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below.

\_\_\_\_\_ I specifically authorize and instruct my proxy holder to cast my vote in reference to the following matters as I have indicated below:

**Financial Reporting Waiver:**

Do you want to vote to waive the Financial Statement that is required by Florida Statutes, for the next fiscal/calendar year? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**(Board recommended)**

**Reserve Funding Waiver**

Do you want to waive fully funding the reserve accounts and partially fund the reserve requirements as stipulated on the attached 2021 budget that is required by Florida Statutes for the next fiscal/calendar year? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**(Board recommended)**

Signature of Owner or Designated Voter:

Signature of Co-Owner:

Date:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Date:

**SUBSTITUTION OF PROXY HOLDER**

The undersigned, appointed as proxy holder above, designates \_\_\_\_\_

To substitute for me in voting the proxy set forth above. (Print Name)

Dated: \_\_\_\_\_

(Signature of Proxy-holder)

**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.**

\*By voting "Yes" on the Financial Reporting, you waive performing an audit for 2020 which is what the Board of Directors recommends. Failure to say "Yes" will result in an audit being performed at a beginning cost of \$4,500.00.

\*By voting "Yes" on the Reserve Funding Waiver, you vote to waive the fully funding of reserves and only partially fund these items. Failure to do so may result in a Special Assessment.

### VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. By selecting "Limited Powers" your proxy holder may only cast your vote as you specifically direct. For your vote to be counted on that issue, you must indicate "yes" or "no" on the question on the proxy.
5. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted, either by you or your proxy, by scanning and emailing it to [jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com) or by hand-delivering or mailing the proxy to Ameri-tech Community Management 24701 US Hwy 19 N Suite 102 Clearwater, FL 33763 or deliver to the Mission Hills office.** You are encouraged to submit your proxy in advance of the meeting, in order to avoid delay in registration.
6. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as a proxy decides that he or she will be unable to attend the meeting.

**The Association will incur additional administrative costs if the meeting is rescheduled due to failure to achieve a quorum**