




December 4, 2017

To: All Unit Owners  
Forest Lakes of Cocoa Condominium Association, Inc.

From: Phyllis Holmes, President 

Subject: **IMPORTANT INFORMATION – PLEASE READ CAREFULLY**  
(1) UNIT OWNERS MEETING – JANUARY 2, 2018  
(2) ELECTION OF BOARD MEMBERS FOR 2018  
(3) PROPOSED 2018 BUDGET

Mark your calendars and plan to attend the Annual Unit Owners Meeting, scheduled for Monday, January 2, 2018, 7:00 p.m., at the Forest Lakes of Cocoa, Condominium Association Inc. Club House, located at 113 Rosewood Drive, Cocoa, Florida 32926.

In preparation for the meeting, enclosed are the following items:

- (1) Second Notice of Election and Agenda for the January 2, 2018 meeting.
- (2) A Limited Proxy Form (Green) to be completed and returned to the Association only if you do not plan to attend the January 2, 2018 Unit Owners Meeting.

This proxy will be used solely to establish a quorum. As you know, a majority of the unit owners must be in attendance in person or by proxy in order to conduct such a meeting. You may place the completed limited proxy form (green) in the return envelope enclosed with the ballot package (See Paragraph 4) on the reverse side of this sheet.

- (3) Ballot and envelope (Blue). The voting period for the 2018 Election of Board Members is December 4, 2017 through January 2, 2018. There are four vacancies to be filled. Please review the enclosed ballot package (blue in color) and follow the directions listed below for completing and returning the ballot.

- Continued on Reversed Side -

- (4) One return white envelope addressed to the Association Secretary.

**WHEN MARKING YOUR BALLOT FOLLOW THESE STEP BY STEP INSTRUCTIONS**

1. Mark ballot (do not vote for more than 4)
2. Place ballot in blue envelope and seal;
3. Place sealed blue envelope inside the pink envelope marked "ballot enclosed" and seal;
4. Sign in the space provided on the face of the pink envelope; and
5. Place the sealed pink envelope in the white envelope addressed to the Forest Lakes Association Office/ Secretary.
6. Return by US mail or by dropping it in the ballot box conveniently located in the club house lobby area on or before the time for tabulating the ballots – January 2, 2018.

The newly elected board members will serve a two-year term. The remaining five directors (Holmes, Reid, Rissler, Sommerville, Westerbeke) will continue to serve their elected/appointed term until January 2019. The area of assignment for each director as well as election of officers will be determined at the time of the organizational meeting for the newly seated Board.

Also, enclosed is the proposed 2018 Budget – the 2018 Board of Directors will consider the proposed budget for adoption at the January 8, 2018 Board Meeting.

For your information and file also enclosed in this package is a copy of the document change (Declaration-Paragraphs 10.4, 10.5) approved by the unit owners and filed with the Brevard County Clerk of Courts earlier this year. This is your copy to keep along with any other documents and changes you may have.

We are pleased to announce that a representative from Orlando Lakes and Wetlands will be attend the January 2, 2018 unit owner's meeting to explain the lake remediation/maintenance project and answer any questions you may have.

PCH:h  
Enclosures