



**December 7, 2014**

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

**From: Phyllis Holmes, President**

**Subject: IMPORTANT INFORMATION – PLEASE READ CAREFULLY  
UNIT OWNERS MEETING – JANUARY 5, 2015  
ELECTION OF BOARD MEMBERS FOR 2015**

**Mark your calendars and plan to attend the Annual Meeting of Unit Owners, scheduled for Wednesday, January 5, 2015, 7:00 p.m., at the Forest Lakes of Cocoa, Inc. Club House, located at 113 Rosewood Drive, Cocoa, Florida 32926,**

**In preparation for the Unit Owners meeting, enclosed are the following items:**

- (1) Second Notice of Election and Agenda for the January 5, 2015 Annual 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 5, 2015 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.**
- (3) You may place the completed limit proxy form (green) in the return envelope enclosed with the ballot package (See Paragraph 6) on the reverse side of this sheet.**
- (4) Proposed 2015 Budget – the 2015 Board of Directors will consider the proposed budget for adoption at the January 12, 2015 Board meeting.**

**- Continued on Reverse Side-**

**113 Rosewood Drive • Cocoa, Florida 32926 • (321-631-7431)**

- (5) **Ballot and return envelopes (Blue).** The voting period for the 2015 Election of Board Members is December 7, 2014 through January 5, 2015. There are five vacancies to be filled. Please review the enclosed ballot package (blue in color) and follow the directions for completing and returning the ballot.
- (6) **One return envelope addressed to the Association Office/Secretary.** You may place the sealed ballot envelopes along with the completed limited proxy form (green) in this return envelope.

**For your convenience, you may drop this return envelope containing the ballot and limited proxy form in the locked box located in the Club House Lobby or you may return it by US mail on or before the time for tabulating the ballots – January 5, 2015.**

**The newly elected Board Members will serve a two-year term. The remaining four directors (Curtis, Erhler, Ewen and Slocum) will continue to serve their elected term until January 2016. 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.**

**We look forward to seeing you at the January 5<sup>th</sup> meeting. If, however, you are unable to attend, please take a moment to complete and return the limited proxy form to the Association office.**

**PCH:h**

**Enclosures**

**FOREST LAKES OF COCOA CONDOMINIUM ASSOCIATION, INC.**

**A Corporation Not-For-Profit**

**SECOND NOTICE OF ELECTION  
AND  
ANNUAL UNIT OWNER'S MEETING INCLUDING AGENDA**

**NOTICE IS HEREBY GIVEN, in accordance with the Bylaws of the Association and the Florida Statutes that the Annual Unit Owner's Meeting will be held at the following date, time, and place.**

**Date: Monday, January 5, 2015**

**Time: 7:00 p.m.**

**Location: Clubhouse  
113 Rosewood Drive  
Cocoa, Florida 32926**

- Agenda:**
- 1. Call meeting to order.**
  - 2. Prayer and Pledge of Allegiance**
  - 3. Proof of notice of meeting posted.**
  - 4. Establishment of quorum.**
  - 5. Reading and approval of minutes of last meeting.**
  - 6. Reports of Officers**
  - 7. Announcement of Election Results.**
  - 8. Unfinished business.**
  - 9. Original resolutions and new business**
  - 10. Adjournment.**

**DATED AND MAILED:**

\_\_\_\_\_  
**(not less than 14 days prior to annual meeting)**

**Forest Lakes of Cocoa Condominium Association, Inc.**

**By: \_\_\_\_\_  
Janet Harris, Secretary**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.**