



ADULT MANUFACTURED HOUSING
COMMUNITY

December 8, 2022

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 9, 2023
(2) ELECTION OF BOARD MEMBERS FOR 2023-2024

Mark your calendars and plan to attend the Annual Unit Owners Meeting, scheduled for Monday, January 9, 2023, 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 9, 2023 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 9, 2023 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 2023-2024 Election of Board Members is December 9, 2022 through January 9, 2023. There are five vacancies to be filled. Please review the enclosed ballot package and follow the directions listed below for completing and returning the ballot.
- (4) One return white envelope addressed to the Association Secretary.

- Continued on Reverse Side -

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

- 1. Mark ballot (do not vote for more than 5)**
- 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 – 7:00 PM, January 9, 2023.**

The newly elected board members will serve a two-year term. The remaining four directors (Cathy Erwin, Jim Harned, Mike Morgan and Cheryl Whitten) will continue to serve their elected/appointed term until January 2025. 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.

If you have questions, you may call the office at 321-631-7431.

PCH:h

Enclosures

FOREST LAKES OF COCOA CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-For-Profit

SECOND NOTICE OF ELECTION

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 9, 2023

Time: 7:00 p.m.

**Location: Forest Lakes of Cocoa Condominium 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. Introduction of Board Members for 2022-2024**
 - 8. Unfinished business**
 - 9. Original resolutions and new business**
 - 10. Adjournment**

DATED AND MAILED:

December 9, 2022
(not less than 14 days prior to annual meeting)

Forest Lakes of Cocoa Condominium Association, Inc.

By: Cathy Stallings
Cathy Stallings, Secretary

Dated this 9th **day of** December, **2022..**