



December 15, 2023

**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 12, 2024  
(2) ELECTION OF BOARD MEMBERS FOR 2024-2025

Mark your calendars and plan to attend the Annual Unit Owners Meeting, scheduled for Friday, January 12, 2024, 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 12, 2024 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 12, 2024 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 2024 Election of Board Members is December 18, 2023 through January 12, 2024. There are four 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 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 counting the ballots – 7:00 PM, January 12, 2024.

The newly elected board members will serve a two-year term. The remaining five directors (Phyllis Holmes, Patricia Johnson, Dan Milner, Debbie Rissler and Leon Whaley) will continue to serve their elected/appointed term until the time of the election in 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.

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Enclosures

FOREST LAKES OF COCOA CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-For-Profit

SECOND NOTICE OF ELECTION  
TO BE HELD IN CONJUNCTION WITH THE  
ANNUAL UNIT OWNER'S MEETING  
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: Friday, January 12, 2024

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:

December 15<sup>th</sup> 2023  
(not less than 14 days prior to annual meeting)

Forest Lakes of Cocoa Condominium Association, Inc.

By: Cathy Stallings  
Cathy Stallings, Secretary

Dated this 15 day of December, 2023