



December 11, 2024

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

From: Phyllis Holmes, President *Phyllis*

Subject: IMPORTANT INFORMATION – PLEASE READ CAREFULLY
(1) UNIT OWNERS MEETING – JANUARY 13, 2025
(2) ELECTION OF BOARD MEMBERS FOR 2025-2026

Mark your calendars and plan to attend the Annual Unit Owners Meeting, scheduled for Monday, January 13, 2025, 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 13, 2025 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 13, 2025 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 below)

- (3) Ballot and envelope (Blue). The voting period for the 2025 election of Board members is December 12, 2024 through January 13, 2025. There are six 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 Forest Lakes Condo Assoc.

(continued on reverse side)

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

WHEN MARKING YOUR BALLOT FOLLOW THESE STEP BY STEP INSTRUCTIONS

1. Mark ballot (do not vote for more than 6)
2. Place ballot in blue envelope and seal;
3. Place sealed blue envelope inside the yellow envelope and seal;
4. Sign in the space provided on the yellow envelope; Any unsigned envelopes will result in your ballot not being counted.
5. Place the sealed yellow envelope in the white envelope addressed to the Forest Lakes Condo Association. Don't forget to include your completed green limited proxy form ONLY if you do not plan to attend the January 13, 2025 meeting.
6. Return by US mail or by dropping the white envelope, with necessary enclosures noted above, 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 13, 2025.

Five of the newly elected board members will serve a two-year term. One newly elected board member will be elected to fulfill the one-year vacancy left by the resignation of Director Martin Gallagher. The remaining three directors (Tim Donovan, Vicki Erickson, Chery Lymburner) will continue to serve their elected/appointed term until the time of the election in January 2026). 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