

**SECOND NOTICE OF ANNUAL MEETING
AND ELECTION OF DIRECTORS
OF TEQUESTA GARDEN CONDOMINIUM ASSOCIATION, INC.**

TO ALL MEMBERS:

On Monday, March 7, 2022 at 2:00 PM, in the Tequesta Garden Clubhouse, 10 Westwood Avenue, Tequesta, Florida 33469, the Annual Meeting of the Association will be held for the purpose of electing Directors, voting on proposed amendments to the governing documents, and such other business as may lawfully be conducted.

IF YOU ATTEND THE MEETING IN PERSON, FACIAL COVERINGS AND SOCIAL DISTANCING ARE RECOMMENDED. YOU ARE STRONGLY ENCOURAGED TO PROVIDE A LIMITED PROXY AND ELECTION BALLOT PRIOR TO THE MEETING DATE. LIMITED PROXIES AND ELECTION BALLOTS MAY BE RETURNED VIA MAIL OR HAND DELIVERY. LIMITED PROXIES ONLY MAY ALSO BE RETURNED VIA EMAIL TO: tgardenpres@aol.com. PLEASE CAREFULLY FOLLOW THE DETAILED INSTRUCTIONS BELOW FOR CASTING YOUR BALLOT IN THE ELECTION. PLEASE SUBMIT YOUR LIMITED PROXIES AND BALLOTS AS EARLY AS POSSIBLE.

The agenda for the Annual Meeting is:

1. Appointment of Inspectors of Elections.
2. Election of Directors.
3. Election of chairman of the meeting.
4. Calling of the roll and certifying of proxies.
5. Proof of notice of meeting or waiver of notice.
6. Reading and disposal of unapproved minutes.
7. Reports of Officers.
8. Reports of Committees.
9. Unfinished Business.
10. New Business. – a. vote on proposed amendments to governing documents.
11. Adjournment.

A **majority** of the votes of the entire membership (a “quorum”) must be present, in person or by proxy, at the meeting, in order for the business to be conducted, excluding election of Directors. No quorum is necessary for the election of Directors; however, at least twenty (20%) percent of the eligible voters must cast a ballot in order to have a valid election. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a Limited Proxy** in order to conduct business other than the election of Directors.

Enclosed with this Notice is a ballot for the election of Directors, as well as timely submitted Information Sheets, prepared by the candidates for the Board, who are solely responsible for their contents. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is not in a position to verify the accuracy of the information or statements contained therein and disclaims any responsibility for the information contained within the Information Statements.

Instructions for Marking and Returning Ballot for Directors. **FORGERY OF A BALLOT USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD-DEGREE FELONY.**

1. The enclosed ballot lists all candidates who are qualified to run for the Board. There will be

four (4) Directors elected. Please vote for no more than **four (4)** candidates by marking the ballot with an "X" on the box next to the candidate's name.

2. The ballot must be placed and sealed in the ballot envelope. The ballot envelope must then be placed and sealed in the envelope addressed to the Association and mailed to the Association's mailing address.

3. You must fill in the unit information on the outside of the envelope addressed to the Association and have the owner or voting member appointed on the Certificate Appointing Voting Member sign his/her name.

4. The ballot must be received by the Association no later than **Monday, March 7, 2022**.

5. If you are going to attend the Annual Meeting, you may cast your ballot at the meeting. Ballots will be available at the meeting.

VOTING BY LIMITED PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

1. A **limited proxy** is for the purpose of appointing **another person** to vote for you as you specifically direct (except for non-substantive items) in the event that you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the unit. Please note that you cannot vote for Directors by proxy. If you intend to vote for Directors and do not attend the Annual Meeting, **you must vote by use of the enclosed Election Ballot**.

2. The proxy must be submitted to the Association **prior to the scheduled time of the meeting**. It can be sent via hand-delivery to the Management Office, via mail addressed to the Association's mailing address at: **Tequesta Garden Condominium Association, Inc., 10 Westwood Avenue, Tequesta, FL 33469**, or via e-mail to: **tgardenpres@aol.com**. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.

3. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may **withdraw** your proxy when you register at the meeting.

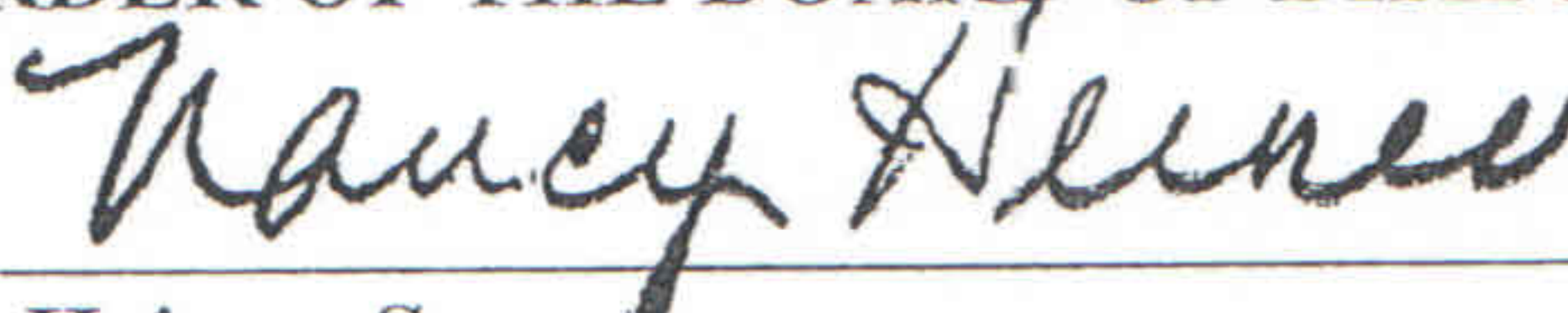
4. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It may also be **assigned** (substituted) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unable to attend the meeting.

5. A **Limited Proxy** form is enclosed with this notice for your use, if needed.

Please be sure to mail in your proxy and your ballot, unless you plan to attend the Annual Meeting to cast your votes in person. **DO NOT PLACE YOUR PROXY INSIDE THE BALLOT ENVELOPE AS THIS MAY COMPROMISE THE SECRECY OF YOUR BALLOT IN THE ELECTION.**

Dated: 2 | 17, 2022.

BY ORDER OF THE BOARD OF DIRECTORS



Nancy Heines, Secretary