

**THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.**  
**FIRST NOTICE OF ANNUAL MEETING, NOTICE OF ELECTION  
AND PROCEDURE FOR QUALIFYING FOR BOARD**

Dear Homeowner:

NOTICE IS HEREBY GIVEN, in accordance with the Florida Condominium Act, that the Annual Meeting and the Election of Directors for **THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC. WILL BE HELD THURSDAY, APRIL 20, 2020 AT 7:00 PM.** The meeting will be held at **AMERI-TECH COMMUNITY MANAGEMENT, 24701 US HWY. 19 N, SUITE 102, CLEARWATER, FL 33763.** The Annual Meeting of the Association will be held for the purpose of electing directors, and such other business as may lawfully be conducted. Subsequent to the "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" not less than 30 days, or not less than 14 days, prior to the Annual Meeting, which Notice will specify the agenda and advise of other important information concerning the Annual Meeting.

The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and to inform you of the process for qualifying for the Board.

**QUALIFYING FOR THE BOARD**

Not less than 40-days prior to the annual meeting, you must give written notice, either by mail or in person to the Association of your desire to run for the Board, addressed to the Association's mailing address: **THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC., c/o Ameri-Tech Community Management, Inc. 5434 Grand Blvd., New Port Richey, FL 34652.** The attached, "**NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD**" may be used for that purpose.

You may submit a one (1) page Information Sheet, no larger than 8 ½ inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association not less than 35-days prior to the annual meeting.

The Information Sheet will be mailed to voting members, with the Second Notice of the Annual Meeting, not less than fourteen (14) days prior to the date of the Annual Meeting.

FEBRUARY 19, 2020

BY ORDER OF THE BOARD OF DIRECTORS,  
Ashley Moore, LCAM  
COMMUNITY MANAGER

**AMERI-TECH COMMUNITY MANAGEMENT, INC.**  
**5434 GRAND BLVD., NEW PORT RICHEY, FL 34652 (727) 726-8000 24hrs (727) 723-1101 Fax**  
**(Check out our website for the latest updates @ [www.ameritechcompanies.com](http://www.ameritechcompanies.com))**

## "Notice of Intent to be a Candidate for the Board"

I, (print name) \_\_\_\_\_, hereby place my  
name for nomination as a candidate for the Board of Directors of:

### **THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.**

I **AM** ( ) **AM NOT** ( ) enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in  
my Information Sheet.

DATE: \_\_\_\_\_ UNIT #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Signature of candidate)

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**THIS DOCUMENT MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 40-DAYS PRIOR TO THE ANNUAL MEETING, AND THE ONE (1) PAGE INFORMATION SHEET (OPTIONAL) MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 35-DAYS PRIOR TO THE ANNUAL MEETING.**

**Return to: THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.  
C/O AMERI-TECH COMMUNITY MANAGEMENT, INC.  
5434 GRAND BLVD.  
NEW PORT RICHEY, FL 34652**

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**Board Member Certification Form**

Within 90 days after being elected or appointed to the board, each newly elected or appointed director shall provide to the secretary of the association:

(EITHER A WRITTEN CERTIFICATION FORM OR EDUCATIONAL CERTIFICATE) (SEE BELOW)

**CERTIFICATION FORM**

I, (print name) \_\_\_\_\_, was elected or appointed to the  
\_\_\_\_\_ Association Board on  
\_\_\_\_\_, 20\_\_\_\_, and certify:

- (a) that I have read the association’s Declaration, Articles of Incorporation, Bylaws, and current written policies;
- (b) that I will work to uphold such documents and policies to the best of my ability; and
- (c) that I will faithfully discharge my fiduciary responsibility to the association’s members.

\_\_\_\_\_, 20\_\_\_\_  
Signature Date Submitted

**OR**

Submit a certificate of satisfactory completion of the educational curriculum administered by a provider approved by the DBPR.

A director who fails to timely file the written certification or educational certificate is suspended from service on the board until he or she complies with this requirement. The board may temporarily fill the vacancy during the period of suspension.

**AFFIDAVIT OF MAILING OR HAND DELIVERING  
OF NOTICE TO UNIT OWNERS**

**STATE OF FLORIDA  
COUNTY OF PINELLAS**

BEFORE ME, personally appeared **ASHLEY MOORE** and **RITA MERGER** who after being duly sworn, deposes and says that notice of annual meeting of **THE GARDEN OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.** to be held **THURSDAY, APRIL 16, 2020 AT 7:00 PM** at **AMERI-TECH COMMUNITY MANAGEMENT, INC.**, were mailed or hand delivered in accordance with applicable law. The Notices were mailed or hand delivered to each unit owner at the address last furnished to the Association, as such address appears on the books of the Association. (Copy Attached)

**THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.**

**BY:** \_\_\_\_\_  
**ASHLEY MOORE, Community Manager**

**BY:** \_\_\_\_\_  
**RITA MERGER, Administrative Assistant**

STATE OF FLORIDA  
COUNTY OF PINELLAS

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

By **ASHLEY MOORE**, as Community Manager, and **RITA MERGER**, as Administrative Assistant, of **THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.**, a Florida not-for-profit

corporation.

Personally Known \_\_\_\_ or

NOTARY PUBLIC – STATE OF FLORIDA

Produced Identification \_\_\_\_

Type of Identification \_\_\_\_\_

Sign \_\_\_\_\_

Print \_\_\_\_\_

# THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.

## SECOND NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS

To All THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC. Members,

The ANNUAL MEETING of THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC. will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME: THURSDAY, APRIL 16, 2020 AT 7:00 PM**
- **LOCATION: AMERI-TECH COMMUNITY MANAGEMENT, INC.  
24701 US HWY 19 N, SUITE 102  
CLEARWATER, FL 33763**

Enclosed with this notice is the Agenda for the Annual Meeting, and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of directors and conducting such other business as may lawfully be conducted.

This year the number of candidates running for the Board does not exceed the number of vacancies that exist on the Board. In accordance with State Statutes, the candidates running for office, by Proclamation, will become the Association's new Board of Directors. Immediately following the Annual Meeting, the Board will meet briefly to elect Officers. Nominations cannot be taken from the floor.

Agenda items are as follows:

1. Call to Order
2. Proof of Notice of the Meeting
3. Certifying of Proxies & Establish Quorum
4. Read or Waive Minutes of Last Members' Meeting
5. Candidates Have Read and Agree to Abide by Association Documents
6. Election of Directors
7. Reports of Officers and Committees
8. Unfinished Business
9. New Business
  - a. Seating of New Board
10. **Adjournment**

**The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.**

### BOARD OF DIRECTORS ORGANIZATIONAL MEETING

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
  - (1) President; (2) Vice President; (3) Treasurer; (4) Secretary
4. **Adjournment**

MAILED: MARCH 20, 2019

BY ORDER OF THE BOARD OF DIRECTORS  
ASHLEY MOORE, LCAM

**PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM**

**THE GARDENS OF FOREST LAKES CONDOMINIUM  
ASSOCIATION, INC.**

**PROXY**

The undersigned owner(s) or designated vote of unit/address \_\_\_\_\_  
in **THE GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC.** hereby appoints the  
**Secretary** of the Association or (fill in name), \_\_\_\_\_ as my proxy-holder  
to **ATTEND** the Annual Membership Meeting of **THE GARDENS OF FOREST LAKES CONDOMINIUM  
ASSOCIATION, INC.**, to be held on: **THURSDAY, APRIL 16, 2020 AT 7:00 PM at AMERI-TECH  
COMMUNITY MANAGEMENT, 24701 US HWY 19N, SUITE 102, CLEARWATER, FL 33763.** The proxy-  
holder named above has the authority to vote and act for me to the same extent that I would, if personally  
present, with power of substitution, including the establishment of a quorum, in all matters before the  
membership, except that my proxy holder's authority is limited as indicated below:

**GENERAL POWERS:** Check "General Powers" if you want your proxy holder to vote on other issues which  
might come up at the meeting and for which a limited proxy is not required.

\_\_\_\_\_ I authorize and instruct my proxy holder to use his or her best judgement on all other matters which  
properly come before the meeting and for which a general proxy may be used.

Signature of Owner or Designated Voter:	Signature of Co-Owner	Date:
_____	_____	_____
Print Name:	Print Name:	Date:
_____	_____	_____

**SUBSTITUTION OF PROXY HOLDER**

The undersigned, appointed as proxy holder above, designates \_\_\_\_\_  
To substitute for me in voting the proxy set forth above.

Dated: \_\_\_\_\_ (Signature of Proxy-holder)

**This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.**

## VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-723-0981 or mailing to Ameri-Tech Community Management, Inc., 5434 Grand Blvd., New Port Richey, FL 34652 in the enclosed "Proxy Return Envelope"**. You may also bring the proxy with you the night of the meeting. It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.
5. 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.
6. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as a proxy decides that he or she will be unable to attend the meeting

<p><b>The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum</b></p>
---

**THE GARDENS OF LAKE FOREST CONDOMINIUM ASSOCIATION, INC.**  
**Board of Directors – Voting Ballot – APRIL 16, 2020**

**\*\*\*Vote for up to \_\_\_ Candidates by placing an “X” in the box\*\*\***

- After you have completed marking the ballot, it must be placed in the envelope marked **“BALLOT”**. Please write the name of your association on this envelope.
- Place this **ballot** envelope into the envelope marked **“RETURN BALLOT ENVELOPE”**.
- Please write in your unit information on the outer **“RETURN BALLOT ENVELOPE”** and sign this envelope before mailing



**THE GARDENS OF FOREST LAKES CONDOMINIUM  
ASSOCIATION, INC.**

**Annual Members Meeting  
THURSDAY, APRIL 16, 2020 @ 7:00 PM**

**2019/2020 Board of Directors**

**Alphabetical order:**

**BENNINCASA, JOHN**

**HALL, VANITA**

**LENOK, CINDY**

**SHEILDS, DAVID**

**NOTE: THE NUMBER OF CANDIDATES RUNNING FOR THE BOARD OF DIRECTORS DOES NOT EXCEED THE CURRENT VACANCIES EXISTING ON THE BOARD; THEREFORE, THE NAMES LISTED ON THIS FORM, BY PROCLAMATION, WILL BE THE 2020/2021 GARDENS OF FOREST LAKES CONDOMINIUM ASSOCIATION, INC. BOARD OF DIRECTORS.**