

Titusvillage Section One Protective Association, Inc.

C/O Collins Realty Group, Inc.

P.O. Box 98

Titusville, FL 32781-0098

To: Titusvillage Owners

From: Dennis G. Collins, Community Association Manager

Date: August 19, 2017

RE: Annual Membership Meeting & Board Election

Enclosed with this memo you will find information regarding the Annual Member's Meeting, Board Election, and vote to amend the HOA documents. *Please* read this material carefully and mark your calendars with this important date. In order to have a valid meeting, there must be a quorum (30% or 26 owners) of members present in person or by proxy. If a quorum is not present, the meeting will have to be rescheduled; therefore, it is critically important that you take action now without delay.

Voting Certificate – If a property is owned by more than one person (including husband and wife or a corporation), it is necessary to complete this form. A single owner does not have to complete a Voting Certificate. A corporation must have the signature of all officers. It designates which one of the owners can cast the vote in elections and other matters of business that come before the membership (*See the By-Laws – Article III, Section 6*). It is important to note that only the Designated Voter can sign the Proxy form and Limited Proxy Ballot. *A yellow Voting Certificate is enclosed if we don't have one on file for your property.*

Limited Proxy Ballot – There will be a discussion and vote to amend the HOA Documents establishing “No Parking Zones” and designing them Tow-A-Way Zones. This is your one and only opportunity to speak your mind and cast your vote. In order to pass, this vote requires 75% of all owners (or 66 of you) to vote “Yes.” Only the Designated Voter can sign this ballot to cast the unit's vote.

Proxy – This counts towards reaching a quorum for the meeting. It also allows the Designated Voter to give another person the authority to vote on your behalf. It can only be signed by the Designated Voter listed on the Voting Certificate. A list of current Designated Voters is enclosed. **This important document can make the difference between reaching a quorum or not.** Even if you plan on attending the meeting, please complete the proxy and return it, so that if something comes up and you are unable to attend, we can still count you to meet the quorum requirements.

If you have any questions at all, please call Management at 321.607.6743. On behalf of the current Board of Directors, we are all looking forward to seeing you at the Annual Meeting.