

SECOND
NOTICE OF ANNUAL MEETING
AND ELECTION OF DIRECTORS OF
BISCAYNE COVE CONDOMINIUM ASSOCIATION, INC.

TO ALL MEMBERS:

On **WEDNESDAY, DECEMBER 6, 2017, at 7:00 PM, in 18151 NE 31ST COURT AVENTURA, FL 33160**, the Annual Meeting of the Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. The agenda for the Annual Meeting is:

1. Appointment of Inspectors of Elections.
2. Election of Directors.
3. Certifying Quorum - Call to order.
4. Proof of Notice of Meeting.
5. Reading and disposal of unapproved minutes.
6. Reports of Officers.
7. Reports of Committees.
8. Unfinished Business.
9. New Business. -
 - A) Vote on partial funding of statutory reserves pursuant to attached schedule.
 - B) Vote on proposed amendment to Article XIII, Subparagraphs K and L of the Declaration to conform the requirements for payment of assessments in connection with the foreclosure of a mortgage to the provisions of the Condominium Act. **(See Attached Amendment)**
10. Adjournment.

THOSE MEMBERS PRESENT AT A MEETING, EITHER IN PERSON OR BY PROXY shall constitute a quorum in order for the business to be conducted. 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 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 **five (5)** Directors elected. Please vote for no more than **five (5)** 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 one of the married owners or the voting member appointed on the Certificate Appointing Voting Member sign his/her name.

ELECT/YES

4. The ballot must be received by the Association no later than **WEDNESDAY, DECEMBER 6, 2017**.
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/BALLOT

If you attend the Annual Meeting and wish to vote on items on the agenda, the enclosed Limited Proxy/Ballot shall act as your Ballot. However, if you are unable to attend the Annual Meeting and wish to vote by proxy, the Limited Proxy/Ballot will act as your limited proxy. In that regard, please note the following:

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 should be submitted to the Association **prior to the scheduled time of the meeting**. It can be hand-delivered, either by you or your proxy, electronically transmitted, or mailed to the Association at: **BISCAYNE COVE CONDOMINIUM ASSOCIATION, INC., C/O VICTOR MERCED, MANAGER, 18151 NE 31ST COURT, AVENTURA, FL 33160**. 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/Ballot** form is enclosed with this notice for your use, if needed

Again, please be sure to mail in your proxy, and your ballot or attend the Annual Meeting.

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association, consider and adopt a budget for the upcoming fiscal year, and such other business as may lawfully be conducted. A copy of the proposed budget is attached.

The agenda for the Board Meeting is as follows:

- a. Certifying quorum – Call to Order.
- b. Proof of Notice of Meeting.
- c. New Business -
 - 1) Elect Officers.
 - 2) Consider and Adopt Budget.
- d. Adjournment.

Dated: Nov. 3, 2017, 2017.

BY ORDER OF THE BOARD OF DIRECTORS

Charles V. Sparrock
CHARLES SPARROCK, SECRETARY

ELECT/YES