

Second Notice

The Annual Meeting of the Members

Of

The Cayman at Tarpon Cove Neighborhood Assoc.

In accordance with the Bylaws of the Association, Section 720.468, Part VIII, Florida Statutes, and Rule 61-20, Florida Administrative Code, you are hereby notified that the *Annual Election & Members Meeting* for the Association will be held at the following date, time and place.

Monday, March 17, 2025

10:00 am

*Tarpon Cove Community Center
970 Tarpon Cove Drive
Naples, FL 34110*

Enclosed with this Notice are the following items:

1. An agenda for the Annual Meeting.
2. Voting by proxy instructions letter.
3. A proxy for the Annual Meeting.
4. Minutes from the 2024 Annual Meeting.

SECOND NOTICE OF ANNUAL MEETING OF THE CAYMAN AT TARPON COVE NEIGHBORHOOD ASSOC.

TO ALL MEMBERS

On Monday, March 17, 2025, at 10:00 Am, at the Tarpon Cove Community Center, 970 Tarpon Cove Drive, Naples, Florida 34110, the Annual Meeting of the Association will be held for the purpose of electing directors and such other business as may lawfully be conducted.

An identification of agenda items is as follows:

1. Certifying Quorum – Call to order
2. Proof of Notice of Meeting
3. Reading or waiver of reading of last annual meeting minutes
4. Announcement of Board of Directors
5. Reports of Officers
6. Unfinished Business
7. New Business
 - a) Vote to roll over excess 2025 Association funds, if any
 - b) Audit of 2025 Fiscal Year – REQUIRED: No Vote Necessary
 - c) Other New business
8. Adjournment

NOTE: If a majority of the directors so elect, an organizational meeting of the Board of Directors will be held immediately upon the adjournment of the annual meeting for the purpose of electing officers and such other business as may lawfully be conducted. The directors present at the annual meeting may decide to defer the organizational meeting to a later time, in which case notice will be given through further posting.

Pursuant to Florida law, an election of the directors of this Association is not required, since the number of persons wishing to run for the Board was less than or equal to the number of vacancies to be filled. Accordingly, the name (s) of the new Board member (s) shall be announced at the Annual meeting.

A quorum of Association Members, as described in the Association By-Laws, must be present, in person or by proxy, at the meeting, in order for the business to be conducted. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a limited proxy** in order to conduct business at this Annual Meeting. A proxy is enclosed for your use.

VOTING BY 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 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 all owners of the unit or the designated voter.
2. The proxy should be submitted to the Association secretary or president **prior to the scheduled time of the meeting**. It can be mailed to the Association or hand-delivered, either by you or your proxy. 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 **proxy form** is enclosed with this notice for your use, if needed.

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

Dated: February 17, 2025

BY ORDER OF THE BOARD OF DIRECTORS

David J Blouir

David Blouir, CAM

INSTRUCTION SHEET FOR LIMITED PROXY FORM

- 1) **Leave blank** unless you would like to appoint someone other than the President of the Board of Directors as the proxy holder.
- 2) **Check this box.** This allows your vote(s) to be counted.
- 3) **Check your preference** on the issues listed.
- 4) **You must sign and date.** This proxy must be signed in order to be legal.

The Cayman at Tarpon Cove Neighborhood Assoc.

LIMITED PROXY

The undersigned, owner(s) or designated voter of _____ in **The Cayman at Tarpon Cove Neighborhood Association**, appoints _____ Address _____

1) (see instructions)

_____ (PRINT NAME OF PROXYHOLDER)

or the president/secretary of the Board of Directors, as my proxy holder to attend the meeting of the members of **The Cayman at Tarpon Cove Neighborhood Association** to be held on **Monday, March 17, 2025 at the Tarpon Cove Community Center - 970 Tarpon Cove Drive - Naples, FL 34110**. The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, except that my proxy holder's authority is limited as indicated below. This proxy will be used for establishing a quorum. The proxy holder has the power of substitution, which can be made by completing the 'Substitution of Proxy' below.

2) (see instructions)

LIMITED POWERS (YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW.)

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

3) (see instructions)

1. Vote to rollover excess 2025 Association Funds, if any, to next year's budget.

Explanation: All associations are incorporated as not-for-profit corporations. If an association's income exceeds its expense in any given year, that excess is considered taxable income unless the members approve rolling the excess into next year's budget.

(Board Recommends voting "In favor")

_____ IN FAVOR

_____ OPPOSED

4) (see instructions)

EMAIL: _____

PRINT NAME: _____

DATE: _____

SIGNATURE(S) OF OWNER(S) OR DESIGNATED VOTER

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above.

Dated: _____

_____ (Proxy Holder)

In no event shall this proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.

Minutes
CAYMAN AT TARPON COVE HOMEOWNERS' ASSOCIATION
2024 Annual Meeting
Wednesday, March 13, 2024, at 9:30A.M.
Tarpon Cove Community Center
970 Tarpon Cove Drive - Naples, FL 34110

Present:	Rick Forrester	President
	Jeff Brown	Treasurer
	Linda Fremeau	Secretary
Also Present:	David Blouir	Property Manager

Call to Order: The meeting was called to order at 9:31am by Rick Forrester.

Proof of Posting & Quorum: The meeting was posted and mailed in accordance with Florida State Statutes.

With 34 residents in attendance in person or by proxy, a quorum was met.

Reading and Disposal of Prior Meeting Minutes: Jeff Brown made a motion to waive the reading of the 2023 annual meeting minutes, LJ Fremeau seconded, and the motion passed unanimously.

Reports of Officers:

Director Brown discussed the financial state of Cayman, noting that we're in a strong position, with \$90K to move into CDs ahead of our 2024 painting project. He noted that as treasurer, he's worked to factor inflation into our reserves, ensuring projects are funded accurately and on schedule.

New Business:

Audit Waiver: Residents voted to waive the requirement to audit **31-3**

Rollover of Funds: Residents voted in favor of rolling over funds into the following year's budget **34-0**

Election of Officers: With the number of candidates matching the number of available seats, there was no election necessary.

Your 2024 Cayman BOD:

Rick Forrester – Term expiring in 2026

Jeff Brown – Term expiring in 2025

Linda Fremeau – Term expiring in 2026

Adjournment: With no further business to discuss, the meeting was adjourned at 10:41am

2025 Organizational Meeting

Wednesday, March 13, 2024

(immediately following the 2024 Annual Meeting)

CTO: The meeting was called to order at 10:45am.

Appointment of Officers:

Director Forrester made a motion to appoint the following positions, Director Brown seconded, and the motion passed unanimously.

Rick Forrester – PRESIDENT - Term expiring in 2026

Jeff Brown – TREASURER - Term expiring in 2025

Linda Fremeau – SECRETARY - Term expiring in 2026

With no further business to discuss, the meeting was adjourned at 10:55am.

Respectfully Submitted,

David Blouir, CAM