

**THE SANCTUARY COMMUNITY ASSOCIATION, INC.**  
**NOTICE OF ANNUAL MEETING OF THE MEMBERSHIP**

Date of Notice: December 21, 2018  
To: All Members  
From: Board of Directors  
Subject: Annual Meeting and Election of Directors

NOTICE IS HEREBY GIVEN, in accordance with the Bylaws of The Sanctuary Community Association, Inc. (“Association”) that the annual members' meeting shall be held at the following date, time and place:

**Date of Meeting:** January 22, 2019  
**Time:** 7:00 p.m.  
**Place:** Black Box Theater, Lawton Chiles M.S., 1240 Sanctuary Dr, Oviedo, FL 32766

- At the date, time and location above, the Association shall conduct its Annual Members Meeting / Organizational Meeting (“Meeting”). The purpose of the Meeting will be to seat the Association’s Board of Directors and any other business that may come before the members.
- Eligible voters may vote in person or by proxy.
- If you are unable to attend this meeting in person, ***please*** complete the enclosed proxy and add the name of the person you wish to designate as your proxyholder; then sign, date and return the proxy to:  
Nexus Community Management  
1809 E. Broadway St, Suite #408  
Oviedo, FL 32765
- All proxies must be received by the Association by close of business (5 PM), Monday, January 21, 2019 in order to be accepted.

**In order to ensure the Meeting is conducted, it is VERY IMPORTANT that you either submit a proxy or attend the meeting. A combination of 75 people & proxys are required to open the meeting.**

If you have any questions concerning this meeting or the enclosures herein please contact, Drew Pommet at (321) 315-0501 or via email to [drew@nexuscommunitymanagement.com](mailto:drew@nexuscommunitymanagement.com). Additional information regarding the annual meeting, including biographies of the candidates is posted on [www.thesanctuaryhoa.net](http://www.thesanctuaryhoa.net), and is also available in the office at the clubhouse.

Enclosures: Proxy, Instructions

**AN ORGANIZATIONAL MEETING OF THE BOARD WILL IMMEDIATELY FOLLOW THE ADJOURNMENT OF THE ANNUAL MEETING FOR THE PURPOSE OF DESIGNATING OFFICERS AND APPOINTING COMMITTEES**

**THE SANCTUARY COMMUNITY ASSOCIATION, INC.,  
INSTRUCTIONS AND GENERAL INFORMATION**

**If you are attending the Meeting**

Great! Look forward to seeing you there! Please consider filling out the proxy anyway, in case your plans change at the last minute. 75 Members are required to either attend or submit their proxy for the meeting to take place.

**If you are not attending the Meeting**

1. Please fill out Page 3 of this package as your **Proxy**.
2. Return the **Proxy** in the envelope provided to:

**Nexus Community Management, LLC  
1809 E. Broadway St, Suite 408  
Oviedo, FL 32765**

Proxies must be received by January 21, 2019. Your proxy is carried to the meeting and the instructions are followed. You may also drop off your completed proxy at the Sanctuary Office by close of business (5 PM), January 21, 2019.

**What is a proxy?**

Proxies are written statements by an Owner authorizing another person (the proxyholder) to act on their behalf. A “general proxy” gives the proxy holder complete discretion to act any way he/she wishes. The “limited proxy” provides the holder with explicit instructions as to how the Owner requires them to act.

**Why is this complicated, I just want to vote?**

The election process is restricted and governed by Florida Law and our documents. Thank you for bearing with the details in order to have your vote counted. As always, if you have any questions, please do not hesitate to contact Management at 321-315-0501.

**How do I fill out the proxy?**

To be valid, your proxy must have the following filled in:

- your address (the first blank space)
- your choice of proxyholder, a named person, or, if left blank, the Secretary of the Association.
- your signature, date, and printed name

**Information on the Election:**

Candidate biographies are hosted at [www.thesanctuaryhoa.net](http://www.thesanctuaryhoa.net), and are available at the Clubhouse office. The biographies (as submitted by the candidates) are presented in alphabetical order. The Candidate Period was opened from November 12, 2018 through December 5, 2018. Four (4) candidates submitted their intent to serve the community. There are four open seats. The four candidates will be seated into the four open director positions.

**Why hold a Meeting if there is no election?**

The Membership Meeting must occur regardless of whether an election is needed. Additionally, a biologist from Florida Fish and Wildlife will be in attendance to discuss recent Florida Black Bear interactions.

**What happened at the last Members' meeting?**

Prior to last year's meeting, four (4) candidates submitted their intent to serve the community during the candidate period. There were 3 open seats. The election was conducted at the January 23, 2018 Meeting and the results were tallied by Members not affiliated with the board, over-watched by the Association's attorney. Results were: Steve Fitzgerald (103); Bob Howard (102), Dale Metz (88), Michelle Noon (86). The top 3 vote receivers were seated into the three open director positions.

**THE SANCTUARY COMMUNITY ASSOCIATION, INC.,**  
**PROXY FOR ANNUAL MEETING OF THE MEMBERSHIP**

The undersigned owner or designated voter of \_\_\_\_\_ (write your address) in The Sanctuary Community Association, Inc. ("Association") appoints \_\_\_\_\_ (if left blank I appoint the Association's current Secretary) with the power of substitution as my proxy at the Annual Meeting of the Members of the Association to be held on the 22nd day of January, 2019 at 7:00 P.M. at Black Box Theater, Lawton Chiles M.S., 1240 Sanctuary Dr, Oviedo, FL 32766 and any lawful adjournment thereof. This Proxy revokes all prior proxies. The Proxyholder named above has the authority to vote or act for me to the same extent that I would if personally present, unless revoked in writing by the undersigned, in accordance with the specifications hereinafter made, as follows:

**GENERAL POWERS:**

I hereby authorize and instruct my Proxyholder to establish quorum and to use his/her best judgment on all matters which properly come before the meeting.

X: \_\_\_\_\_  
[Signature of Owner/Designated Voter]

Date: \_\_\_\_\_

X: \_\_\_\_\_  
[Printed Name of Owner/Designated Voter]

**THIS PROXY SHALL AUTOMATICALLY TERMINATE NOT LATER THAN NINETY (90) DAYS AFTER THE DATE OF THE MEETING FOR WHICH IT WAS GIVEN. THIS PROXY IS ONLY VALID FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT OF SUCH MEETING.**

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***Complete the below section ONLY of the original Proxyholder  
(at the top of THIS paper) can no longer attend the meeting***

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

\_\_\_\_\_ [Signature of *Original* Proxyholder named above] \_\_\_\_\_ [DATE]