

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

Date of Notice: December 11, 2023  
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 23, 2024  
**Time:** 7:00 p.m.  
**Place:** **Amenity Center**, 800 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 mail 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 22, 2024 in order to be accepted.

**The Association can not hold the meeting unless it reaches quorum of 75 Members, either in attendance, or by proxy. Your PROXY is needed! PLEASE return the completed proxy!**

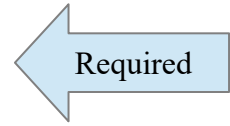
If you have any questions concerning this meeting or the enclosures herein please contact, Drew Pommet at (321) 315-0501 or via email to [drew@nexuscommunitymanagement.com](mailto:drew@nexuscommunitymanagement.com). Additional information regarding the annual meeting, including biographies of the candidates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

Enclosures: Proxy, Instructions

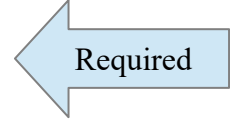
**AN ORGANIZATIONAL MEETING OF THE BOARD WILL IMMEDIATELY FOLLOW THE ADJOURNMENT OF THE ANNUAL MEETING FOR THE PURPOSE OF DESIGNATING OFFICERS AND APPOINTING COMMITTEES**

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

**Property Address is:** \_\_\_\_\_



The undersigned owner or designated voter of above property 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 23rd day of January, 2024 at 7:00 P.M. at the Amenity Center, 800 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:



**LIMITED POWERS:**

I hereby authorize and instruct my Proxyholder to: 1) establish quorum and 2) to use his/her best judgment on matters on the enclosed Meeting Agenda.

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



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



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



**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.**

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

75 Members are required to either attend or submit their proxy for the meeting to take place. Questions and feedback from the Membership is encouraged and will not be limited.

**The Association needs your Proxy to hold the meeting.**

1. The Proxy counts toward the quorum required to run the meeting.
2. Please fill out and mail in your **Proxy**.
3. 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 22, 2024. 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 22, 2024.

**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.

**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:**

There are two open seats of two year terms. The Candidate Period was opened from November 11, 2023 through December 4, 2023. Two candidates submitted their intent to serve as directors. The two candidates will be seated into the two open director positions.

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

The Membership Meeting must occur regardless of whether an election is needed.

**What happened at the last Members' meeting (2023)?**

Two candidates submitted their intent to serve the community during the candidate period. There were three open seats. As such, at the Annual Meeting held January 24, 2023, Melissa Debach and Daria Zalewska were each seated for two-year terms. The remaining seat is open.