

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

Date of Notice: December 30, 2017  
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, 2018  
**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; 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 22, 2018 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 management, Drew Pommet at (321) 315 - 0501 or via email to [drew@nexuscommunitymanagement.com](mailto:drew@nexuscommunitymanagement.com). Additional information regarding the election, as well as biographies of the candidates are posted on [www.thesanctuaryhoa.net](http://www.thesanctuaryhoa.net), and are also available from the office.

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 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 22, 2018. 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, 2018.

**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 available at the Clubhouse office. The biographies are presented in alphabetical and as submitted by the candidates. The Candidate Period was opened from November 14, 2017 through December 6, 2017. Four (4) candidates submitted their intent to serve the community. There are 3 open seats. The election results will determine who will be seated into the three open director positions.

**2017 Meeting results:**

Seven (7) candidates submitted their intent to serve the community. There were 7 open seats. The seven candidates were seated into the seven open director positions. Also, the Membership voted in favor of re-balancing and restructuring the reserves accounts.

**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 23rd day of January, 2018 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.

**LIMITED POWERS:**

I authorize and instruct my Proxyholder to cast my vote as indicated below:

1. Vote for three (3) candidates to serve on the Board of Directors for The Sanctuary Community Association, Inc.

\_\_\_\_\_ Steve Fitzgerald

\_\_\_\_\_ Bob Howard

\_\_\_\_\_ Dale Metz

\_\_\_\_\_ Michelle Noon

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]