

**ALL LAKES OF JACARANDA PAPERS AND ENVELOPES ARE IVORY**

**ANNUAL MEMBERSHIP MEETING  
THE LAKES OF JACARANDA HOMEOWNERS ASSOCIATION, INC.**

**TO ALL MEMBERS:**

**DATE: January 31, 2017**

On Tuesday, February 14, 2017, immediately following the Lake of the Woods of Jacaranda Organizational Meeting, the Annual Membership Meeting of the Association will be held at Venice Gardens Civic Association, 406 Shamrock Blvd., Venice, for the purpose of electing directors and conducting such other business as may lawfully be conducted.

A quorum at meetings of Members shall consist of those voting interests represented at the meeting in person or by proxy.

**PLEASE NOTE THE FOLLOWING INFORMATION ABOUT PROXIES AND BALLOTS:**

1. A **limited proxy/ballot** is for the purpose of appointing **another person** to vote for you in the event that you might not be able to attend the meeting. The designated voter of the unit must sign and return this form. **If you plan on attending the meeting, bring this form with you. It becomes a ballot.**
2. The proxy should be submitted to the Association's Secretary **prior to the scheduled time of the meeting**. It can be mailed to: The Lakes of Jacaranda Homeowners Association, Inc., C/O Keys-Caldwell, Inc., 1162 Indian Hills Blvd., Venice, FL 34293. It is encouraged that the proxy be submitted as long before the meeting as possible in order to avoid delay in registration. A proxy form meeting the requirements of the law is enclosed. If needed, please use the enclosed **IVORY** envelope marked PROXY to return your proxy.
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 A proxy may be revoked in writing or superseded by a later proxy to another person.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 will be unable to attend the meeting.
5. Enclosed is a Certificate of Appointment to appoint the owner of the unit who is designated to vote. Bring it to the meeting or mail back, together with your proxy, in the **IVORY** proxy envelope.

6. **ELECTION OF DIRECTORS:** The names of the candidates who have agreed to run for the two (2) vacancies for 2-year terms are listed below. While resumes are not required, resumes received are included in this packet.

Joseph James (Jim) Kutka  
Barbara O'Brien

Since only two (2) candidates have agreed to run for the two (2) vacancies, an election by ballot will **NOT** be required and these candidates will be duly elected as Directors at the Annual Meeting.

**DO NOT PUT YOUR PROXY IN THE BALLOT ENVELOPE.** If you do not plan to attend the meeting, return your completed proxy in the **IVORY** envelope marked **PROXY**.

Again, please be sure to either attend the Annual Meeting or submit your proxy. If you do not respond to this notice and for that reason the Association does not obtain a quorum, the Association will be subjected to the additional effort and expense of calling the meeting again. It is expected, however, that you will fulfill your obligations of Association membership as requested herein. If you have any questions regarding this material, please call Keys-Caldwell, Inc. at (941) 408-8293.

Thank you for your assistance in conducting the business of your homeowners association.

**BY ORDER OF THE BOARD OF DIRECTORS**

**THE LAKES OF JACARANDA HOMEOWNERS ASSOCIATION, INC.  
LIMITED PROXY/BALLOT**

The undersigned, owner(s) or designated voter of Lot # \_\_\_\_\_ in Lake of the Woods appoints

\_\_\_\_\_  
(print name of proxyholder)

or the President, as my proxyholder to attend the Annual Meeting of the Members of The Lakes of Jacaranda Homeowners Association, Inc., to be held **Tuesday, February 14, 2017, immediately following Lake of the Woods organizational meeting** at Venice Gardens Civic Association, 406 Shamrock Blvd., Venice. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present with power of substitution, except that my proxyholder's authority is limited as indicated below.

**LIMITED POWERS:** For your vote to be counted on the following issues, 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:**

**SURPLUS**                      Approval of operating surplus to Clubhouse Reserve account.

**YES** \_\_\_\_\_                      **NO** \_\_\_\_\_

**TRANSFER RESERVES**                      Approval to transfer \$8,000 from the Roof Reserve to the Clubhouse Reserve account.

**YES** \_\_\_\_\_                      **NO** \_\_\_\_\_

**RESERVE FUNDS FOR EMERGENCIES**                      To authorize the Board of Directors to use Reserve Funds for unexpected emergency expenditures as the need arises, during the budget year 2017. The Board would like the owners to allow them to use the reserve money in the event of an emergency. This allows you, as the Association, to borrow from yourselves. If there is an emergency the Board would be able to use the Reserve money to secure the buildings/common element until your insurance steps in to make necessary repairs / replacement. The Board recommends a 'yes' vote.

**YES** \_\_\_\_\_                      **NO** \_\_\_\_\_

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

DATE: \_\_\_\_\_

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

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THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THIS PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

I am a candidate for the Board of Directors of The Lakes of Jacaranda Homeowners Association, Inc.

Joseph James ( Jim ) Kutka

731 Fringed Orchid Trail LOJ 598  
Venice, Florida 34293

Home Phone: (941) 451-8264 Cell Phone: (412) 480-0372  
Email: jjk20@verizon.net

My wife Chris and I purchased our current home in December, 2010, and immediately became Florida residents. We spend summers in Ohio near two of our three children and seven of our ten grandchildren. We had been coming to the Venice area since the 1970's to visit my parents and we knew that this was the place that we wanted to live after my retirement.

We thoroughly enjoy living in The Lakes of Jacaranda and I would like to volunteer my time to help maintain and enhance the living experience for all of our neighbors.

My Background includes the following:

- Graduated from the University of Akron – Accounting
- Retired from United States Steel Corporation after 42 years of service. I held managerial positions in a variety of disciplines, including marketing, sales, accounting, finance, human resources, purchasing and business planning & development.
- Chaired the Market Development Committee of the American Iron and Steel Institute in Washington, DC.

You do not have to complete this form unless you are changing the designated voter of the unit.

**CERTIFICATE OF APPOINTMENT  
OF VOTING REPRESENTATIVE**

**THIS IS NOT A PROXY FORM**

THIS IS TO CERTIFY that the undersigned, constituting all the owners of record of Lot # \_\_\_\_\_ of THE LAKES OF THE JACARANDA have designated \_\_\_\_\_ \* as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Covenants, Conditions and Restrictions and the Articles of Incorporation and By-Laws of the Association.

This Certificate is made pursuant to the Covenants, Conditions and Restrictions and the Articles of Incorporation and By-Laws and shall revoke all prior writing and be valid until revoked by a subsequent written certificate.

DATED the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

1. \* Fill in the name of the one owner of your lot who is designated to vote.
2. NOTE: Sign and return only if there is corporate ownership or joint ownership (husband and wife, partnership, etc.) to show which owner is authorized to vote.
3. This is not a proxy. Mail in with your proxy or bring it to the meeting. **Do not** put in Ballot envelope.

**ANNUAL MEMBERSHIP MEETING  
THE LAKES OF JACARANDA HOMEOWNERS ASSOCIATION, INC.  
TUESDAY, FEBRUARY 14, 2017  
IMMEDIATELY FOLLOWING THE LAKE OF THE WOODS  
ORGANIZATIONAL MEETING**

**AGENDA**

1. Registration at Door.
2. Certifying of Proxies and Establishment of a Quorum of the Owners.
3. Proof of Notice of Meeting.
4. Reading and Approval of Minutes of Annual Meeting of February 9, 2016.
5. Appointment of Inspectors of Election.
6. Reports of Officers and Committees
7. Unfinished Business.
  - a. Open floor to owners for unfinished business.
8. New Business:
  - a. Vote on Surplus to Reserves.
  - b. Vote on Reserve Transfer.
  - c. Vote on Borrowing Reserve Funds in an Emergency.
  - d. Open Floor to owners for new business.
  - e. Announce the results of voting.
  - f. Announce Directors.
9. Adjournment.

**NOTE: Immediately following the Annual Meeting, the new Board will meet for the purpose of electing Officers.**