

ALL LAKE OF THE WOODS PAPERS AND ENVELOPES ARE BLUE

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

TO ALL MEMBERS:

DATE: January 31, 2017

On **Tuesday, February 14, 2017, at 6:30 P. M.**, the Annual Membership Meeting of the Association will be held at Venice Gardens Civic Association, 406 Shamrock Blvd., Venice, FL 34293, for the purpose of electing directors and conducting such other business as may lawfully be conducted.

Unless otherwise so provided, at any regular or special meeting, a quorum of the membership shall consist of those voting interests represented at the meeting.

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 are planning 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: Lake of the Woods 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 **BLUE** 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 A proxy may be revoked in writing or superseded by a later proxy to another person.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 to the meeting or mail back, together with your proxy, in the 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 each, are listed below. While resumes are not required, resumes received are included in this packet.

Philip C. Lootens

7. **STEPS TO BE TAKEN FOR AN ELECTION**

1. Mark your Ballot.
2. Fold and place the ballot into the **small BLUE** envelope marked Ballot.
3. Seal the small envelope marked Ballot.
4. Place the sealed small Ballot envelope into the large **BLUE** Ballot envelope.
5. Seal the large Ballot envelope.
6. **The eligible voter must complete the front of the large Ballot envelope.**
Mail the envelope in plenty of time to make the meeting or bring the Ballot envelope to the meeting on Tuesday, February 14, 2017.

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

**LAKE OF THE WOODS 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 Lake of the Woods of Jacaranda Homeowners Association, Inc., to be held **Tuesday, February 14, 2017, at 6:30 P. M.** 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 TRANSFER Approval to transfer \$16,000 of operating surplus to the Roads Reserve account.

YES _____ NO _____

SURPLUS CARRY FORWARD Approval of remaining operating surplus to carry forward into 2017 operating account. Lake of the Woods is a Not-for-Profit Corporation. You are not allowed to make a profit. All profits will be taxed by the IRS. The owners must vote to carry forward surplus to the next year's budget. This surplus will offset the expenses for 2017.

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

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.

LAKE OF THE WOODS OF JACARANDA HOMEOWNERS ASSOCIATION, INC.
TUESDAY, FEBRUARY 14, 2017
ANNUAL MEETING

BALLOT

**Vote for no more than 2
FOR 2-YEAR TERMS**

[] Philip C. Lootens

[] _____
write-in

[] _____
write-in

NOTICE: Nominations may be made from the floor at the Annual Meeting. If you wish to nominate someone from the floor or write in a nominee, please obtain permission in writing from the person being nominated if that person is not present at the meeting.

1. Mark your Ballot.
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3. Seal the small envelope marked Ballot.
4. Place the sealed small Ballot envelope into the large **BLUE** Ballot envelope.
5. Seal the large Ballot envelope.
6. **The eligible voter must complete the front of the large Ballot envelope.**
7. **Mail the envelope in plenty of time to make the meeting or bring the Ballot envelope to the meeting on Tuesday, February 14, 2017.**

EXECUTIVE RESUME

PHILIP C. LOOTENS, PH.D.
626 Balsam Apple Drive
Venice, Florida 34293

EDUCATION:

Bachelor of Science Degree in Animal Science - Southern Illinois University
Master of Science Degree in Animal Science - Southern Illinois University
Doctor of Philosophy Degree in Higher Education Leadership – Ohio University

PROFESSIONAL EXPERIENCE: Served for 31 years in higher education including two years as a researcher, five years as a professor, and 25 years in academic leadership and management. This experience, coupled with my military experience, spanned all aspects of leadership and management including personnel management, operations, program development, labor relations, budget management, marketing, community relations, quality management.

1976-1978 Research Associate for Department of Animal Sciences – The Pennsylvania State University, State College Pennsylvania
1978-1983 Professor of Animal Science and Biology – Edison State Community College, Piqua, Ohio
1983-2000 Dean of Arts and Sciences – Edison Community College, Piqua, Ohio
2000-2007 Vice President for Academic and Student Affairs – Edison State Community College, Piqua, Ohio
2007 - Present Retired

MILITARY EXPERIENCE: Served four years on active duty in the United States Air Force with aircraft weapons and armament specialties. Assignments included a one-year tour in northern Thailand and Laos conducting special operations missions and a one-year tour with the tactical air control party attached to the 3rd Brigade 1st Air Cavalry Division headquarters at Quan Loi, Vietnam. Joined the Ohio Air National Guard and on completion of Officer Candidate School served in many progressive assignments including eight years of command at the company and battalion levels and seven years in assignment as an executive officer at the company, battalion, and brigade levels.

1967-1971 United States Air Force – Weapons Mechanic - Completed enlistment at the Rank of Staff Sergeant
1978-2004 Ohio Army National Guard – Branch Qualified in Field Artillery and Quartermaster branches – Competed Officer Basic Course, Officer Advanced Courses, and Command and General Staff Officer Course. Retired at the rank of Lieutenant Colonel

SERVICE: Served in leadership roles with numerous community boards including terms as Treasurer and President of St. John's Lutheran Church Council, Chair of the Upper Valley EMT-Paramedic Board, Treasurer of the Ohio Chief Academic Officers Council, Chair of the Southwestern Ohio Council on Higher Education, and Chair of the Dayton Area Health Education Council.

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 LAKE OF THE WOODS 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
LAKE OF THE WOODS OF JACARANDA HOMEOWNERS ASSOCIATION, INC.
TUESDAY, FEBRUARY 14, 2017
6:30 P. M.**

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. Election of Directors.
 - a. Nominating Committee Report.
 - b. Nominations from Floor.
 - c. Closing of Nominations.
 - d. Introduction of Nominees.
 - e. Vote by Paper Ballot.
7. Reports of Officers and Committees
8. Unfinished Business.
 - a. Open floor to owners for unfinished business.
9. New Business:
 - a. Vote on Surplus Transfer.
 - b. Vote on Surplus Carry Forward.
 - c. Vote on Borrowing Reserve Funds in an Emergency.
 - d. Open Floor to owners for new business.
 - e. Announce the results of voting.
10. Adjournment.

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