

**SECOND NOTICE OF ANNUAL MEETING
AND ELECTION OF DIRECTORS
OF TUSCANY COMMUNITY ASSOCIATION, INC.**

TO ALL MEMBERS:

On **Thursday, December 8, 2022 at 3:00 PM, at the Tuscany Cabana located at 8266 SW 25 Court, Miramar, Florida 33025**, the Annual Meeting of the Association will be held for the purpose of electing Directors and such other business as may lawfully be conducted. The agenda for the Annual Meeting is:

1. Appointment of Inspectors of Elections.
2. Election of Directors.
3. Certifying Quorum - Call to order.
4. Proof of Notice of Meeting.
5. Reading and disposal of unapproved minutes.
6. Reports of Officers.
7. Reports of Committees.
8. Unfinished Business.
9. New Business.
10. Adjournment.

Twenty percent (20%) of the voting interests (a “quorum”) must be present, in person or by proxy, at the meeting, in order for the business to be conducted, excluding election of Directors. No quorum is necessary for the election of Directors; however, at least twenty (20%) percent of the eligible voters must cast a ballot in order to have a valid election. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business other than the election of Directors.

Enclosed with this Notice is a ballot for the election of Directors, as well as timely submitted Information Sheets, prepared by the candidates for the Board, who are solely responsible for their contents. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is not in a position to verify the accuracy of the information or statements contained therein and disclaims any responsibility for the information contained within the Information Statements.

Instructions for Marking and Returning Ballot for Directors. **FORGERY OF A BALLOT USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD-DEGREE FELONY.**

1. The enclosed ballot lists all candidates who are eligible to run for the Board. There will be **five (5)** Directors elected. Please vote for no more than **five (5)** candidates by marking the ballot with an “X” on the box next to the candidate’s name.
2. The ballot must be placed and sealed in the ballot envelope. The ballot envelope must then be placed and sealed in the envelope addressed to the Association and mailed to the Association’s mailing address.
3. You must fill in the unit information on the outside of the envelope addressed to the Association and have an owner or the voting member appointed on the Certificate Appointing Voting Member sign his/her name.
4. The ballot must be received by the Association no later than **Thursday, December 8, 2022**.

5. If you are going to attend the Annual Meeting, you may cast your ballot at the meeting. Ballots will be available at the meeting.

VOTING CERTIFICATE

A voting certificate is being provided to determine who the voting member will be for your unit if your unit is owned by a corporation. **FORGERY OF A VOTING CERTIFICATE USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD-DEGREE FELONY.** Please note the following information about **VOTING CERTIFICATES**:

1. A **voting certificate** is for the purpose of establishing who is authorized to vote for a unit owned by a corporation. A voting certificate is **not** needed if the unit is owned by one or more persons, a trust or partnership.
2. A voting certificate is **not a proxy** and cannot be used as such.
3. A voting certificate must be signed by an appropriate corporate officer.
4. A **voting certificate** is enclosed with this notice for your use, if needed.

VOTING BY PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

1. A **general proxy** is for the purpose of establishing a quorum and appointing **another person** to vote for you on parliamentary procedure or other matters that do not require a limited proxy. It must be signed by the person authorized to cast the vote for the unit. Please note that you cannot vote for Directors by proxy. If you intend to vote for Directors and do not attend the Annual Meeting, **you must vote by use of the enclosed Election Ballot.**
2. The proxy must be submitted to the Association **prior to the scheduled time of the meeting.** It can be sent via hand-delivery to the Management Office, via mail addressed to the Association's mailing address at: **Tuscany Community Association, Inc., 5100 W. Copans Road, Suite 100, Margate, FL 33063**, or via e-mail to: **nora.moisa@fyve.com**. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.
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 decides that he or she will be unable to attend the meeting.
5. A **proxy form** is enclosed with this notice for your use, if needed.

Please be sure to mail in your proxy and your ballot, unless you plan to attend the Annual Meeting to cast your votes in person. **DO NOT PLACE YOUR PROXY INSIDE THE BALLOT ENVELOPE AS THIS MAY COMPROMISE THE SECRECY OF YOUR BALLOT IN THE ELECTION.**

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association and such other business as may lawfully be conducted. The agenda for the Board Meeting is as follows:

1. Certifying quorum – Call to Order.
2. Proof of Notice of Meeting.
3. New Business - a. Elect Officers.
4. Adjournment.

Dated: November 18, 2022.

BY ORDER OF THE BOARD OF DIRECTORS



Annie Nunez, President

CERTIFICATE APPOINTING VOTING MEMBER

To the Secretary of **Tuscany Community Association, Inc.** (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. _____ in Tuscany No. _____ Condominium, have designated

(Name of Voting Member)

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 Declaration, the Articles and Bylaws of the Association.

The following example illustrates the proper use of this Certificate:

Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating a person, an officer, employee or agent entitled to vote, signed by an appropriate corporate officer.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED _____, 20____.

Signature for Corporate Owners:

Name of Corporation: _____

By: _____ Title: _____

Print Name: _____

NOTE: This form is not a proxy and should not be used as such. Please be advised that if you previously filed a Certificate Appointing Voting Member with the Secretary of the Association, you do not need to file another Certificate unless you want to change the designation of your Voting Member.