



KING'S COVE HOMEOWNER'S ASSOCIATION, INC
NOTICE OF ANNUAL MEETING

TO ALL MEMBERS

On **THURSDAY, DECEMBER 3, 2020, at 7:00 P.M.**, at the **Faith Outreach Church, 4600 Gabriella Lane, Oviedo, Florida 32765**, the Annual Meeting of Kings Cove Homeowners Association, Inc. (the "Association") will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. Due to COVID-19 concerns, you may attend the meeting via ZOOM tele-conference. Login information is included in this notice.

At least thirty percent (30%) of the Association's voting interests must be represented at the Annual Meeting (a "quorum"), in person or by proxy, in order for the business to be conducted, including the election of Directors. It is therefore VERY IMPORTANT that you either attend in person or provide a limited proxy for the Annual Meeting.

The Agenda for the Annual Meeting is as follows:

1. Call to Order by the President
2. Calling of the Roll and Certifying of Proxies
3. Proof of Notice of Meeting or Waiver of Notice
4. Reading and Disposal of any Unapproved Minutes
5. Reports of Officers
6. Reports of Committees
7. Election of Directors
8. Unfinished Business
9. New Business
10. Adjournment

VOTING BY PROXY

If you are unable to attend the Annual Meeting in person and wish to vote by proxy (other than for the election of Directors), please note the following information about **PROXIES**:

1. A **general proxy** is for the purpose of appointing **another person** to vote for you in the event that you might not be able to attend the Annual Meeting. It must be signed by all owners of the lot or the one among them that they have previously designated on a voting certificate. Pursuant to the Association's By-Laws, you **CANNOT** vote for Directors by proxy. You will need to complete and return a separate ballot.
2. A Proxy form has been enclosed with this notice for your use. If you want the Secretary of the Association to serve as your proxy at the Annual Meeting and to cast any votes that may come up, please check the line next to that person's name. If you want to designate another lot owner to serve as your proxy at the Annual Meeting and to cast any votes that may come up, please check the appropriate line and fill in the name of your proxy. Please also remember to insert your Lot number and/or address in the space provided, so that the Association has a record of that in order to process the Proxy.
3. The Proxy must be submitted to the Association **prior to November 12, 2019 at 7:00 P.M.** The Proxy can be delivered, either by you or your proxy, via mail to the Association so that it is received in advance of the

Annual Meeting at: **Kings Cove Homeowners Association, Inc., P.O. Box 2382, Goldenrod, Florida 32733-9382**. It is encouraged that the Proxy be submitted to the Association as long before the Annual Meeting as possible, in order to avoid delay in registration.

4. If you appoint a proxy and later decide that you will be able to attend the Annual Meeting in person, you may **withdraw** your proxy when you register at the Annual Meeting.

5. A Proxy may be **revoked** in writing or **superseded** by a later Proxy to another person. A Proxy may also be **assigned** (substituted) by the person designated on the Proxy to a third person if the person you designated as proxyholder decides that he or she will be unable to attend the Annual Meeting.

6. There are two (2) Director positions up for election at the Annual Meeting. A ballot has been included with the names of those persons who have identified themselves as candidates. You may vote for up to two (2) candidates listed on the enclosed ballot. Spaces have been provided on the ballot for any write-in candidates. In addition, nominations for additional candidates, if any, will be taken at the Annual Meeting. If you vote for more than two (2) candidates, your ballot will be disqualified and not counted. You may complete the ballot and mail it to the Association so that it is received in advance of the Annual Meeting at: **Kings Cove Homeowners Association, Inc., P.O. Box 2382, Goldenrod, Florida 32733- 9382**. It is encouraged that the ballot be submitted to the Association as long before the Annual Meeting as possible, in order to make certain the ballot is received in advance of the Annual Meeting. Ballots can also be cast in person at the Annual Meeting.

Again, please be sure to mail in your Proxy **and** your ballot even if you plan to attend via ZOOM call, or please plan on attending the Annual Meeting in person.

BY ORDER OF THE BOARD OF DIRECTORS:

**Jared Ellers - President of the Board of Directors
Kings Cove Homeowners Association, Inc.**

----- Zoom Meeting Info -----

Thursday December 3 2020 7:00PM

<https://zoom.us/j/92836179734>

Meeting ID: 928 3617 9734

Passcode: 041705

1 (312) 626-6799

**CERTIFICATE OF APPOINTMENT OF VOTING
REPRESENTATIVE**

To the Secretary of **Kings Cove Homeowners Association, Inc.**
(the "Association"):

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of the property located at the street address of _____, Winter Park, Florida 32792 within the Kings Cove community, have designated

(Name of Voting Representative)

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 of Covenants, Conditions and Restrictions, the Articles of Incorporation, and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Lot owned by John Doe and his brother, Jim Doe. Voting Certificate **required** designating either John or Jim as the Voting Representative (**NOT A THIRDPERSON**).
- (ii) Lot owned by Overseas, Inc., a corporation. Voting Certificate **must be filed** designating an officer or employee entitled to vote, signed by President or Vice-President of the corporate entity and attested by Secretary or another officer of the corporate entity.
- (iii) Lot owned by John Jones. No Voting Certificate required.
- (iv) Lot owned by Bill and Mary Rose, husband and wife. A Voting Certificate is **required** designating either Bill or Mary as the Voting Representative.

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 _____, 2019.

OWNER

OWNER

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

PROXY

The undersigned, owner(s) or designated voter of Lot No./Property Address:

_____, Winter Park, Florida 32792 in **Kings Cove**, hereby appoints
(Check one)

_____ a) the President of the Kings Cove Homeowners Association,, Inc., on behalf of the Board of Directors,
or

_____ b) _____(if you check "b", please write in the name of your proxy)

as my proxyholder* to attend the Annual Meeting of the Members of **Kings Cove Homeowners Association, Inc. on Tuesday, November 12, 2019, at Faith Outreach Church, 4600 Gabriella Lane, Oviedo, Florida 32765.** The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, other than the election of Directors, with power of substitution.

Dated: _____, 2020.

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

*Failure to check either (a) or (b), or if (b) is checked, the failure to write in the name of the proxy, is an automatic appointment of the Secretary of the Association as your proxyholder.

DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____
(print name) to substitute for me in the proxy set forth above.

Dated: _____, 2020.

SIGNATURE OF PROXYHOLDER

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 THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT IS GIVEN.

KINGS COVE HOMEOWNERS ASSOCIATION, INC. BALLOT FOR ELECTING DIRECTORS DECEMBER 3, 2020 AT 7:00 P.M.

In accordance with the Association's governing documents, there are four (2) vacancies on the Board of Directors up for election. Individuals who have already announced their candidacy have been listed in alphabetical order of last name. Space has been provided for a write-in candidate, and nominations for additional candidates will be taken at the Annual Meeting. Vote for no more than two (2) candidates. **If you vote for more than two (2) candidates, your ballot will be invalid. Please sign the ballot, print your name, and insert your address.**

EARL HENRY

TOM MOCH

CLARISSA POWELL

ROBERT WEISE

Signature of Lot Owner/Designated Voter: _____

Print Name: _____

Address: _____

Date: _____, 2020