

# MIAMI LAKES LOCH ISLE HOMEOWNERS' ASSOCIATION, INC.

May 2, 2025

Dear Member of Miami Lakes Loch Isle Homeowners Association, Inc.:

The Annual Meeting of the Association will be held on **Monday, May 19, 2025, at 7 pm at the Miami Lakes East Park Youth Center, 6075 Miami Lakes Drive E, Miami Lakes, FL 33014.**

Sign-in for the Annual Meeting will begin at 6:45 p.m. at the above-referenced meeting location. There will be two (2) meetings scheduled for Monday, May 19, 2025:

- i) Annual Meeting of the Association; and
- ii) Organizational Meeting of the Board of Directors.

Enclosed please find notices for these two (2) meetings.

The Members will be electing people to fill **five (5)** Board Member positions on the Board of Directors of the Association at the Annual Meeting.

Proxies will be utilized for the election of Board Members. If you will not be able to attend the meeting and appoint a proxy holder (other than the resigning members of the Board), your proxy holder may cast your vote; the resigning members of the Board will not vote for you. The nomination and election of the Board Members will take place at the Annual Meeting. Please note that if you plan to be nominated for a Board Member position and you will not be present at the Annual Meeting, then the person nominating you should bring a letter of acceptance signed by you in order for your nomination to be recognized. Each nominated Member wishing to run for a Board Member position will have the opportunity to make a brief presentation at the Annual Meeting. The election of Board Members shall be by written ballots.

In the event you wish to appoint a proxy holder, the enclosed Limited Proxy must be signed by the designated Voting Member, as explained below. If you appoint a proxy holder and later decide that you will be able to attend the Annual Meeting in person, you may withdraw your Limited Proxy when you register at the Annual Meeting.

## Instructions for Completing the Limited Proxy

1. Fill in your Lot number and/or address.
2. If you wish to appoint a proxy holder (other than the resigning members) fill in the name of your designated proxy holder in the space provided. (Be sure that your proxy holder will be attending the Annual Meeting).
3. Date the Limited Proxy.

4. The Limited Proxy must be signed by the designated Voting Member or by the owner(s) of the Lot.
5. Mail the Limited Proxy and Certificate of Voter Designation (if applicable) to Miami Lakes Loch Isle Homeowners' Association, Inc., c/o New Horizons Property Management, 14411 Commerce Way, Ste 316, Miami Lakes, Florida 33016 by May 12, 2025, or have your proxy holder bring such Limited Proxy and Certificate of Voter Designation (if applicable) with him or her to the Annual Meeting.

The enclosed Certificate of Designation of Voting Member ("**Voting Certificate**") is for the purpose of establishing the party who is authorized to vote for a Lot owned by a corporation, partnership, trust or other entity. A person casting a vote for a Lot shall be presumed to have the authority to do so unless the President or the Board of Directors is otherwise notified.

If you have any questions regarding these procedures, please contact the Community Association Manager, David Menendez, at (786) 391-0087.

THANK YOU FOR YOUR ASSISTANCE IN CONDUCTING THE BUSINESS OF THE ASSOCIATION.

THE BOARD OF DIRECTORS

**DATED** this 2nd day of May 2025

**NOTICE OF ANNUAL MEETING OF MIAMI LAKES LOCH ISLE HOMEOWNERS'  
ASSOCIATION, INC. (THE "ASSOCIATION") AND ORGANIZATIONAL MEETING OF  
THE NEW BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that the **Annual Meeting and Organizational Meeting of the Association** will be held on **Monday, May 19, 2025 at 7:00 p.m. at the Miami Lakes East Park Youth Center, 6075 Miami Lakes Drive E, Miami Lakes, FL 33014**. Sign-in for the Annual Meeting will begin at 6:45 p.m. at the above-referenced meeting location.

**AGENDA FOR ANNUAL MEETING**

*Such order may be waived in whole or in part by direction of the chairman.*

1. Call to Order by President;
2. Appointment by the President of a Chairman of the Meeting (Who Need Not Be a Member or a Director);
3. Proof of Notice of the Meeting or Waiver of Notice;
4. Establishment of a Quorum;
5. Nominations for the Board of Directors;
6. Presentation by Candidates (2 minute time limit for each Candidate);
7. Election of Directors;
8. Adjournment.

Immediately following the Annual Meeting, an Organizational Meeting of the new Board of Directors will be convened.

**AGENDA FOR BOARD OF DIRECTORS - ORGANIZATIONAL MEETING**

*Such order may be waived in whole or in part by direction of the presiding officer.*

1. Call to Order;
2. Establishment of a Quorum;
3. Proof of Due Notice of Meeting;
4. Reading and Disposal of Any Unapproved Minutes;
5. Election of Officers;
6. Unfinished Business – *please see attached*
7. New Business – *please see attached*
8. Adjournment.

**DATED** this 2nd day of May, 2025.

**THE BOARD OF DIRECTORS**

**MIAMI LAKES LOCH ISLE HOMEOWNERS' ASSOCIATION, INC. (THE  
"ASSOCIATION")**

**LIMITED PROXY**

The undersigned Owner(s) or their Voting Member, for Lot \_\_\_\_\_, Block \_\_\_\_\_ of (*name of plat*), \_\_\_\_\_ also known as (*address*) \_\_\_\_\_, hereby appoint(s)

\_\_\_\_\_  
(*insert name of proxy holder*), as my true and lawful Proxy with powers of substitution as my proxy holder to attend the Annual Meeting of the Association to be held on **Monday, May 19, 2025 at 7:00 p.m. at the Miami Lakes East Park Youth Center, 6075 Miami Lakes Drive E, Miami Lakes, FL 33014**. The proxy holder named above has the authority to appear on my behalf for purposes of achieving a quorum and voting. My proxy holder's authority is limited as to establishing a quorum and voting.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signature(s) of Owner(s) or the Designated Voting Member

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
**DO NOT COMPLETE THIS SECTION.** This section is only to be filled in by the proxy holder if they wish to appoint a substitute proxy holder.

**SUBSTITUTION OF PROXY**

The undersigned, appointed as proxy above, does hereby designate

\_\_\_\_\_ to substitute for me in the Limited Proxy set forth above.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
PROXY SIGNATURE

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

**CERTIFICATE OF DESIGNATION OF VOTING MEMBER**

To the Secretary of MIAMI LAKES LOCH ISLE HOMEOWNERS' ASSOCIATION, INC. (the "**Association**")

If a Lot is owned by a corporation, partnership, trust or other entity, the person entitled to cast the vote for the Lot shall be designated by a certificate signed by a person entitled to execute a conveyance of the entity's property and filed with the Secretary of the Association.

THIS IS TO CERTIFY that the undersigned, constituting all of the record Owner(s) of the property located at \_\_\_\_\_ (the "**Lot**"), has/have designated \_\_\_\_\_ (Name of Voting Member) as their representative to cast all votes and to express all approvals that such Owner(s) 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 and Restrictions for Miami Lakes Loch Isle Homeowners' Association, Articles of Incorporation of the Association, and By-Laws of the Association.

**PRINT THE NAME OF THE ONE INDIVIDUAL WHO SHALL VOTE THE VOTING INTEREST OF THE LOT, AND NO ONE ELSE. THIS FORM IS NOT A PROXY.**

This Certificate shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

**DATED** this day 2<sup>nd</sup> day of May, 2025.

SIGNATURE(S) FOR OWNER(S)

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

NOTE THAT IF YOU HAVE ALREADY FILED A VOTING CERTIFICATE AND DO NOT WISH TO CHANGE YOUR DESIGNEE, YOU DO NOT NEED TO FILE A NEW VOTING CERTIFICATE