

**Spanish Wells Unit Two HOA, Inc.
P.O. Box 1565
Bonita Springs, FL 34133**

**NOTICE TO ASSOCIATION MEMBERS AND DIRECTORS
OF THE ANNUAL MEMBER'S MEETING OF THE ASSOCIATION**

Notice is hereby given that the Annual Member's Meeting of the Spanish Wells Unit Two Homeowners Association, Inc. will take place in the Card Room (Lower Level) of the Spanish Wells Golf & Country Club, 9801 Treasure Cay, Bonita Springs, FL 34135 at 11:00 am on Monday, February 5, 2024.

It's imperative that we get a maximum number of homeowners to submit proxies to make the annual member's meeting official. Florida law requires all HOAs to hold an annual member's meeting in the first quarter of each year. Even if you will be attending the meeting, it's imperative that you complete a proxy. You can download the form, complete it and mail it to the address at the top of this page or complete the form online and electronically submit it. If requested, the completed proxy can be returned to you at the meeting.

The two options are available at the bottom of the page.

Agenda of the Annual Meeting

1. Call to Order
2. Establish Quorum
3. Certification of Posting of Notice
4. Approval of Minutes of February 7, 2023 Annual Meeting
5. Reports of Officers
 - a. President
 - b. Treasurer
 - c. Secretary
6. Committee Reports
 - a. Nominating
 - b. ARC/Compliance
 - c. Social
 - d. SWCA

Old Business: None

New Business: Board Member Election Results

Organizational Meeting

The Annual Organizational Meeting will immediately follow the Annual Member's Meeting

Adjournment

SPANISH WELLS UNIT TWO HOMEOWNERS ASSOCIATION, INC.

**ANNUAL OWNERS MEETING
Monday, February 7, 2024, 11am**

Cardroom at the G&CC

Bonita Springs, FL 34135

Final Draft

CALL TO ORDER: A quorum being present, President Meek called the meeting to order at 11 am.

BOARD MEMBERS IN ATTENDANCE: Officers: Don Meek (President), Scott Wilkins, (Vice President), Frank Schwartz (Treasurer), Len Biernat (Secretary). Directors: Mike Longfield and Jeff Chorba. Absent: Suzanne Newman.

Residents: Don Bordner, Tracy Connell, Ritch and Joanie Holmes, Lela Marie Johnson, Joseph and Susannah Maccarone, David and Jean Moretti, Andy Murray, Daniel and Diane Pettigrew, Jennifer Puyenbroek, Richard Romberg, Polly Vierling, and Xandra Wilkins

CONFIRMATION OF NOTICE: Notice of the meeting has been distributed in a timely manner and was posted in the customary locations.

Approval of The Minutes: Don Meek called for an approval of the minutes from the February 6, 2023 Annual member's meeting. A motion was made by Scott and seconded by Frank. The minutes were approved unanimously.

Reports by Officers:

President's Report (Don Meek): Don gave a summary of his annual report. (Attached)

Treasurer's Report (Frank Schwartz): Frank reported all homeowners except one paid their 2024 Annual Assessment. He stated we are in a good financial position with \$18,400 in the bank accounts for non SWCA maintenance payments. The owner with the late payment was sent a certified letter demanding payment or it would be turned over to our lawyer for collection. Report filed.

Secretary's Report: (Len Biernat): Five board members and 17 residents were in attendance. There were sufficient proxies (59) to constitute a quorum.

Committee Reports:

Nominating Committee: Don reported that the committee received four applications for three board vacancies. There were 64 ballots returned. The results will be announced during new business.

ARC/Compliance (Frank Schwartz): Frank stated that there are very few outstanding issues. He noted that one new mailbox was not in compliance and that he would notify the owner. He said that he was doing a test to refurbish his own mailbox and would report his finding to the community. Report filed

Social (Mike Longfield): Mike noted that the next C&C is scheduled for March 1 at the clubhouse. The theme for the evening is unusual hats.

SWCA (Scott Wilkins): Scott gave a brief update on SWCA activities. He confirmed the report on the operations audit was concluded with all accounts reconciled with no missing funds.

Old Business: None

New Business: Board Election. Don announced that Scott Wilkins, Jeff Chorba, and Joanie Holmes were elected to the Board for new three- year terms.

The Board opened the meeting for discussion and questions

Don asked for a motion to adjourn the meeting. Scott made the motion, which was seconded by Len. The motion was approved unanimously.

The meeting adjourned at 11:41 AM

An organization meeting followed the annual meeting where all the current officers agreed to maintain their current position until the next annual meeting.

The next regular board meeting is scheduled for March 4, 2024 at 11:00 am in Card Room 2. The next Annual Meeting will be on Monday, February 3, 2025 at 11:00am in Card Room 2.

Respectfully submitted,

Len Biernat, Secretary, Spanish Wells Unit Two HOA, Inc.

SPANISH WELLS UNIT TWO HOMEOWNERS' ASSOCIATION, INC.
Post Office Box 1565, Bonita Springs, FL 34133
www.spanishwellshoa2.com

GENERAL PROXY

It's imperative that we get a maximum number of homeowners to submit a proxy to make the annual member's meeting official. Florida law requires all HOAs to hold an annual member's meeting during the first quarter of each year. Please complete and return this form even if you will be attending. You may request the form be returned at the meeting.

The undersigned Owner/s of (address) _____ at Spanish Wells Unit TWO Homeowners Association, Inc., hereby appoint/s (check one):

_____ (a) the Secretary of the Association, on behalf of the Board of Directors; *or*

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

as my/our proxyholder* to attend the meeting of the members of **Spanish Wells Unit Two Homeowners Association, Inc.**, to be held on **February 5th, 2024**, at **11:00 A.M.** The meeting will be conducted in-person in the Card Room in the lower level of the Golf & Country Club.

The proxyholder named above has the authority to vote and act for me/us to the same extent that I/we would if personally present, with power of substitution. If the proxy is assigned to a person, they must be physically present during the meeting.

PLEASE SIGN AND DATE THE PROXY IN THE SPACE PROVIDED BELOW
(Signatures of Owner/s *or* Designated Voter/Proxyholder)

Sign: _____

Sign: _____

Print: _____

Print: _____

Date: _____

Date: _____

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 WAS GIVEN.

Please sign and return this proxy to the address at the top of this page in the self-addressed and stamped envelope.

Thank You

Spanish Wells Unit Two Board of Directors

*Failure to check either (a) or (b) above, or failure to write in the name of your proxy, shall be deemed an appointment of the Association director/officer listed above as your proxyholder.