

Willow Brooke Condominium Association, Inc.

SECOND NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS

To All Members:

The ANNUAL MEETING of the Willow Brooke Condominium Association, Inc.

will be held at the following DATE, TIME and LOCATION:

- **DATE / TIME:** December 3, 2025, at 6:30 PM

- **LOCATION:** Zoom video conference, and 2052 Kings HWY, unit 28, Clearwater FL 33755.
- **Topic:** Willow Brooke's 2025 annual ZOOM Meeting
- **Time:** Dec 3, 2025 06:30 PM
- **Join Zoom Meeting**
- **<https://us06web.zoom.us/j/88300103044?pwd=pzJi14B6VeZQ2yFQDMcvcfz2AD9axYU.1>**
- **Meeting ID:** 883 0010 3044
- **Passcode:** 7VdAwv

This will be a hybrid meeting. We prefer you to join the meeting virtually using the url above. However, the new law does allow that you may also attend in person at: 2052 Kings HWY, unit 28, Clearwater, FL 33755. Please understand, the association does not have the equipment and facilities necessary to conduct a hybrid meeting, so that those all people will have the same access. If you choose to attend in person, we will do our best to accommodate, as the host home does not have much space/seating.

The purpose of the Annual Meeting is to elect directors and to conduct any other business as permitted by Florida Statutes and the governing documents of the Association. An identification of agenda items is as follows:

1. Call to order
2. Proof of notice of the meeting
3. Call for proxies
4. Determination of a quorum
5. Open the meeting
6. Disposal of unapproved past meeting minutes
7. Election of new directors
 - No election required
8. New business
 - Vote to give Board authority to use reserve funds for emergencies and insurance
 - Vote to carry over excess revenue for tax purposes
9. Announcement of new Board of Directors
10. Adjournment

A quorum of Association Members must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a limited proxy in order for the Association to conduct business other than the election of the Directors. **Since the number of candidates running for the Board of Directors is equal to or less than the positions available, there is no need for an election at the Annual Meeting.**

The new Board of Directors will be announced at the meeting. The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.

Mailed and/or Emailed in lieu of posting: November 19, 2025 BY ORDER OF THE BOARD OF DIRECTORS

Willow Brooke Condominium Association, Inc.

PROXY

The undersigned owner(s) or designated voter of

Address _____ in **Willow Brooke Condominium Association, Inc.** hereby appoints the Secretary of the Association or

_____ as my proxy-holder to ATTEND the Annual Membership Meeting of **Willow Brooke Condominium Association, Inc.** to be held at :

- **DATE / TIME: December 3, 2025, at 6:30 PM**
- **LOCATION: Zoom video conference, and 2052 Kings HWY, unit 28, Clearwater FL 33755.**

• The proxy-holder 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 proxy-holder's authority is limited as indicated below.

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

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 proxy-holder to cast my vote in reference to the following matters as indicated below (see attached Notes of Explanation on Proxy Items):

1. YES NO Should the Board of Directors have the authority to transfer any or all available reserve funds into the operating account of the Association for the purpose of: (a) payment of the cost of a casualty or other incident during the fiscal year which results in damage to Association property (Any insurance claim proceeds paid for repairs shall be used to reimburse the reserve funds), (b) payment of insurance premium, (i) due to unbudgeted insurance premium increases during the fiscal year, (ii) to prevent insurance cancellation or (iii) to avoid loan costs or other finance charges?
2. YES NO Should any common surplus (excess of Association revenue over Association expenses) from this year be applied to next year's budget for Revenue Rule 70-604 purposes?

WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

Signature of Owner or Designated Voter:

Signature of Co-Owner:

Date:

Print Name:

Print Name:

Date:

SUBSTITUTION OF PROXY-HOLDER

The undersigned, appointed as proxy-holder above, designates _____
to substitute for me in voting the proxy set forth above. (Print name)

Dated: _____
(Signature of Proxy-holder)

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.

Willow Brooke Condominium Association, Inc.

VOTING BY PROXY

If you are unable to attend the Annual Meeting and wish to vote on all issues by proxy, please note the following information about proxies:

1. A proxy is for the purpose of establishing a quorum and for appointing another person to vote for you as you specifically direct (except for non-substantive items) in the event that you might not be able to attend the meeting. It must be signed by all owners or voting representative of the unit. **You must vote for the Limited Proxy questions in order for your vote to be counted and your proxy-holder must be present.**
2. The proxy should be submitted to the Association prior to the scheduled time of the meeting. It can be mailed to the Willow Brooke Condominium Association, Inc. c/o Condo Voice, 1880 Belleair Road, Clearwater, FL 33764, or emailed to: info@condovoice.com (preferred method). You are encouraged to submit your proxy in advance of the meeting in order to avoid delay in registration. No personal deliveries allowed.
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 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.

NOTES OF EXPLANATION ON PROXY ITEMS

1. **Should the Board of Directors have the authority to transfer any or all available reserve funds into the operating account of the Association for the purpose of: (a) payment of the cost of a casualty or other incident during the fiscal year which results in damage to Association property (Any insurance claim proceeds paid for repairs shall be used to reimburse the reserve funds), (b) payment of insurance premium, (i) due to unbudgeted insurance premium increases during the fiscal year, (ii) to prevent insurance cancellation or (iii) to avoid loan costs or other finance charges?**

A "YES" vote gives the Board of Directors the authority to transfer any or all available reserve funds into the operating account of the Association for the purpose of: (a) payment of the cost of a casualty or other incident during the fiscal year which results in damage to Association property (any insurance claim proceeds paid for repairs shall be used to reimburse the reserve funds), (b) payment of insurance premium if operating funds are not available.

2. **Should any common surplus (excess of Association revenue over Association expenses) from this year be applied to next year's budget for Revenue Rule 70-604 purposes?**

A "YES" vote allows excess funds for the current fiscal year to be carried over into the next fiscal year budget without being considered as taxable income to the Association.

The Association will incur additional administrative costs if the meeting is rescheduled due to the failure to achieve a quorum. Therefore, please be sure to mail in your proxy, even if you plan to attend the meeting. Thank You.