

PARK EAST HOMEOWNERS ASSOCIATION, INC.

c/o Gables Professional Management
3934 S.W. 8th Street, Suite 303 Coral Gables, FL 33134
Tel: (305) 441-0904 Fax: (305) 441-7982

September 29, 2022

FIRST NOTICE OF ANNUAL MEETING

Notice is hereby given that the Annual Meeting of the Members of Park East Homeowners Association, Inc. will be held on

Tuesday, November 29, 2022
7:30 P.M. at the
Community Club House
Miami, Florida

The purpose of this meeting is to elect seven (7) Unit Owners to become members of the Board of Directors. As per the Association Documents, Unit Owners desiring to be candidates for the Board of Directors must submit a written request to the **Secretary of the Association, Park East Homeowners Association, Inc., 3934 S.W. 8th Street, Suite 303 Coral Gables, Florida, 33134** no later than forty (40) days (**October 20 2022**) prior to the election. Enclosed is a form that you may use as your written request. In order to be eligible to serve as a director, you (1) must be a record owner of a unit within **Park East H.O.A.**; (2) you must be 18 years of age or older; and (3) you must not have been convicted of any felony in the state of Florida, unless your civil rights have been restored for a period of no less than five (5) years.

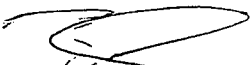
You will be provided with a confirmation of receipt of your "Request to Be Candidate" within five (5) days from receipt of it. If you do not receive this confirmation, please contact (305) 441-0904 immediately.

You may also provide an information sheet with your written request, on **one (1) page** not to exceed 8 ½ X 11", either typed or hand written and suitable to copy. The deadline to submit your candidate information sheets is **October 20, 2022**.

Only the names of Unit Owners who submit their written request will be on the Ballot. The Ballot will be mailed to all Unit Owners along with the Information Sheets no later than thirty (**30**) days prior to the Annual Elections. Seven (7) Directors will be elected for a one (1) year term.

We look forward to seeing you at the Meeting.

Sincerely,



Fernando Garrote, CAM
Park East H.O.A.

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NOTICE AND AGENDA OF ANNUAL MEETING AND ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

NOTICE IS HEREBY GIVEN in accordance with section 718.112(2)(D)(2) of the Florida Statutes that the Annual Meeting of the Park East Homeowner's Association will be held on **Tuesday, November 29, 2022 at 7:30 p.m.** in the community clubhouse. The agenda is as follows:

A. AGENDA FOR ANNUAL MEETING:

1. Call to Order
2. Determination of Quorum of Members and Certification of Proxies
3. Proof of Notice of the Annual Meeting
4. Appointment of Inspectors of Election
5. Election and Commencement of Counting of Votes by Inspectors
6. Introduction of New Directors to the Board
7. Adjournment

B. AGENDA FOR ORGANIZATIONAL MEETING:

1. Call to Order
2. Establishment of Quorum of Directors
3. Appointment of Officers
4. Adjournment

Sincerely,

**THE BOARD OF DIRECTORS
PARK EAST HOMEOWNER'S ASSOCIATION**

DATED this 29th day of September, 2022.

PARK EAST HOMEOWNERS ASSOCIATION, INC.

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REQUEST TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS

The undersigned does hereby submit his/her name to be a candidate for the Board of Directors of Park East H.O.A. at the Election of seven (7) Directors to be held on **Tuesday, November 29, 2022.**

Unit No: _____ Signature: _____

Dated: _____ Print Name: _____

Mailing Address: _____

Return no later than: **October 20, 2022**

**SECRETARY OF THE BOARD OF DIRECTORS
PARK EAST H.O.A.
3934 S.W. 8th Street
Suite 303
CORAL GABLES, FLORIDA 33134**

My information Sheet is enclosed: Yes No

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Candidate/Board Member Certification Form*
PARK EAST HOME OWNERS' ASSOCIATION, INC. ("ASSOCIATION")

I, _____, certify that I have read
(print name of candidate)

the Association's declaration of condominium, articles of incorporation, bylaws, and current written policies and will work to uphold such documents and policies to the best of my ability and that I will faithfully discharge my fiduciary responsibility to the association's members.

Signed: _____
(Signature of candidate/board member)

Date: _____, 2022.

*Required by section 718.112(2)(d)(4)(b) of the Florida Statutes

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LIMITED PROXY

The undersigned Owner(s), for _____ (insert address) of Park East Homeowner's Association hereby appoint(s) _____ (insert name) as my true and lawful Proxy with powers of substitution as my proxy holder to attend the Annual Meeting of the Board of Directors to be held on **Tuesday, November 29, 2022 at 7:30 p.m.** at the "Clubhouse" in the community. The proxy holder named above has the authority to appear on my behalf for the sole purpose of achieving a quorum.

DATED this _____ day of _____, 2022

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

DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxy holder if he/she wishes to appoint a substitute proxy holder.

SUBSTITUTION OF PROXY

The undersigned, appointed as Proxy above, does hereby designate _____ to substitute for me in the Proxy set forth above.

DATED this _____ day of _____, 2022.

PROXY SIGNATURE

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.

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CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of Park East Homeowner's Association ("Association"):

THIS IS TO CERTIFY that the undersigned, constituting all of the Record Owners of the Unit located at the following address _____
Has 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 Association's Declaration of Condominium, Articles of Incorporation, and By-Laws.

The following examples illustrate the proper use of this Certificate:

- (I) If the Unit is owned by a corporation or other entity such as a partnership, a Voting Certificate must be filed designating the person entitled to vote, signed by the President or Vice President of the Corporation and attested to by the Secretary or Assistant Secretary of said Corporation or in the case of a non-corporate entity by the person authorized by that entity to sign.
- (II) If the Unit is owned by one individual, No Voting Certificate is required
- (III) If the Unit is owned by a husband and wife only, No Voting Certificate is required.
- (IV) If the Unit is owned by more than one person who are not husband and wife, a Voting Certificate must be filed.

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

DATED this ____ of _____, 2022.

SIGNATURES FOR CORPORATE OWNERS

Name of Corporation: _____

By: _____

Print Name: _____

Attest: _____
Secretary

SIGNATURES FOR ENTITY OWNERS

(Partnership, Trust or other entity)

Name of Entity: _____

By: _____

Print Name: _____

Title: _____

PLEASE NOTE THAT ANY UNIT OWNED BY A CORPORATION OR OTHER ENTITY MUST FILE A VOTING CERTIFICATE BEFORE A MEMBERSHIP MEETING OR SUCH OWNER WILL NOT BE PERMITTED TO VOTE. IF YOU HAVE ALREADY FILED A VOTING CERTIFICATE AND DO NOT WISH TO CHANGE YOUR DESIGNEE, NO NEW CERTIFICATE NEEDS TO BE FILED.