

**NOTICE OF SPECIAL MEETING OF BOARD AND THE MEMBERSHIP OF KEY WEST GOLF CLUB
HOMEOWNERS' ASSOCIATION, INC.**

TO ALL MEMBERS:

In March our lift station at the Golf Club suffered a series of failures. The lift station pumps sewage from a holding tank on property to Key West Resort Utilities on Stock Island. Initial repairs are complete, and we have a large bill to pay that includes pumps, labor, and trucking of sewage offsite. We are now taking steps to add redundancy and upgrade the control and monitoring of the lift station system to ensure that a failure like this never happens again.

Our current bill for this incident is roughly \$350,000. Normally we would use our reserves to pay for planned expenses, like paving streets or replacing pool pumps. Our current reserve funds include a budget for lift station expenses but do not cover the large portion of trucking expenses incurred. We are required by Florida HOA law to ask you to approve the use of reserve funds for this unanticipated expense and we urge you to vote YES.

Your HOA Board: Joe Caso, President; Robin Mitchell, Vice President; Dave Hubbert, Treasurer; Bill Francis, Secretary; Derrick Rende, Director.

On MAY 15, 2023 at 6:15 P.M., at HOA CLUBHOUSE OFFICE (74 GOLF CLUB DRIVE, KEY WEST, FL 33040), a Special Meeting of the Board and Membership will be held for the purpose of voting on the use of reserves and/or a Special Assessment The agenda for the Meetings will be as follows:

1. Calling of the roll and certifying of quorum.
6:16pm Meeting was called to order by President Joe Caso. The following members were in attendance. President Joe Caso, VP Robin Mitchell, Treasure Dave Hubbert. Secretary Bill Francis and Director Derrick Rende were attending via ZOOM.
2. Proof of notice of meeting.
Proof of Notice provided by the CAC Management Company, posted on April 26th, 2023 and emailed out to homeowners.
3. Reading and disposal of any unapproved minutes.
No previous minutes to discuss.
4. New business – A. MEMBERSHIP VOTE - Vote to approve use of pooled reserves in an amount up to \$350,000.00 to cover the expense of unanticipated waste removal and hauling expenses as a result of lift station failure. B. BOARD VOTE – If the membership does not approve the use of reserves, vote to approve a Special Assessment in an amount up to \$350,000.00 to cover the expense of unanticipated waste removal and hauling expenses as a result of lift station failure.

Ballots FOR the use of reserves was 165 vs 19 AGAINST the use of reserves.
Robin Mitchell made a motion to accept the vote, Dave Hubbert seconded.

Board raised the discussion that the next steps would be to determine how the owners will get to pay back the funds via monthly assessment (this year or next) or whole payment per household.

5. Adjournment.

Joe called the meeting to adjourn at 6:51pm, Robin Mitchell seconded.

IN ORDER TO CONDUCT THE BUSINESS AT THE SPECIAL MEMBERSHIP MEETING, A QUORUM OF THE MEMBERSHIP OF THE ASSOCIATION MUST BE PRESENT IN PERSON OR BY PROXY. IT IS THEREFORE VERY IMPORTANT THAT YOU SUBMIT YOUR LIMITED PROXY/BALLOT BY MAIL, SCAN and EMAIL, OR HAND-DELIVERY BEFORE THE MEETING.

VOTING BY LIMITED PROXY/BALLOT

A Limited Proxy/Ballot has been provided to you so as to allow you to vote on the use of reserves for the purpose described. If you cannot attend the meeting, this document may be utilized as a Proxy. If the Limited Proxy/Ballot will be used as a Proxy, it must be filed with the Association before the appointed time of the meeting. It will be presumed that you wish for the Secretary of the Association to be your proxyholder to the extent you do not designate a proxyholder, or to the extent your designated proxyholder is not present in person at the meeting. Your Limited Proxy/Ballot should be returned by mail, scan, or hand-delivery with sufficient time to make sure it is received before the meeting. If you plan to attend the meeting in person, you may use the Limited Proxy/Ballot as your ballot at the meeting. Additional Limited Proxy/Ballots will be available at the meeting. Even if you participate remotely, you must return your Limited Proxy/Ballot for your vote to count.

VOTING CERTIFICATE

Pursuant to Article I, Section F of your By-Laws, if a Townhome Unit is owned by one person, his right to vote shall be established by the recorded title to the Townhome Unit. If a Townhome Unit is owned by more than one person, the person entitled to cast the vote of a Townhome Unit shall be determined by the Owners and shall be designated in a certificate signed by all of the Owners of record and filed with the Secretary of the Association. If a Townhome Unit is owned by a corporation, the officer or employee thereof entitled to cast the vote of the Townhome Unit for the corporation shall be designated in a certificate, signed by the president or vice president and attested to by the secretary of the corporation and filed with the Secretary of the Association. The person entitled to cast a vote for a Townhome Unit shall be known as the "voting member." Such certificate shall be valid until revoked or superseded by a subsequent certificate, or until a change in the ownership of the Unit. If a certificate shall not be on file with the Secretary for a Townhome Unit owned by more than one person or by a corporation, the vote of such Townhome Unit shall not be counted for any voting purpose, except if the Townhome Unit is owned jointly by a husband and wife, in which event, such husband and wife shall have the following options:

1. They may, but they shall not be required, to designate a voting member; or
2. If they do not designate a voting member, and if both are present at a meeting and are unable to concur in their decision upon any subject requiring a vote, they shall lose their right to vote on the subject at that meeting; or

3. Where they do not designate a voting member, and only one is present at a meeting, the person present may cast the Townhome Unit vote, just as though he or she owned the Townhome Unit individually and without establishing the concurrence of the absent person.

These Certificates must be filed with the Secretary of the Association. I have enclosed a Certificate Appointing Voting Member with appropriate instructions on its execution.

PLEASE PLAN TO PARTICIPATE BY RETURNING YOUR LIMITED PROXY/BALLOT BY MAIL, SCAN, OR HAND-DELIVERY TODAY.

KEY WEST GOLF CLUB HOMEOWNERS' ASSOCIATION, INC.

By: JOSEPH CASO, PRESIDENT