

**EAGLE DUNES HOMEOWNER'S ASSOCIATION, INC.**

6972 Lake Gloria Blvd.

Orlando, Florida 32809-3200

Phone: 407-781-1181 / Fax: 407-781-1298

**NOTICE OF ASSOCIATION TURNOVER MEETING**

**Meeting Date:** Wednesday, May 27, 2009

**Meeting Time:** 7:00 p.m. Sign in to begin at 6:30 pm.

**Location:** Eustis Community Center  
601 Northshore Drive  
Eustis, Florida 32726

NOTICE IS HEREBY GIVEN of the Turnover Meeting of the Membership. The purpose of the meeting is to elect three Directors to serve staggered-year terms on the Board of Directors for EAGLE DUNES HOMEOWNER'S ASSOCIATION, Inc. and any business as may be lawfully presented to the membership. All Directors serve on a volunteer basis and without compensation. If you are interested in serving on the Board of Directors or volunteering for a committee, please complete and return the enclosed Notice of Intent/Volunteer form to be received no later than May 26, 2009. Nominations will also be taken from the floor.

**If you are unable to attend this meeting it is very important for you to complete and return your proxy.** A pre-addressed, return envelope is enclosed for your convenience. A quorum at Membership meetings shall consist of thirty percent (30%) or 203 Units of the total voting interest in the Association whether represented in person or by proxy. **A quorum of the Membership must be established for the election of Directors to be held and other Association business conducted.** If you have questions concerning proxies, please contact Kent Taylor, Association Manager, at 407-781-1181 or via email to [ktaylor@lelandmanagement.com](mailto:ktaylor@lelandmanagement.com)

**AGENDA**

Call to order  
Proof of meeting notice  
Certification of membership quorum  
Appointment of Election Committee  
Nominations from the floor  
Introduction of Candidates  
Election  
Reading and disposal of any unapproved Membership Meeting Minutes  
Reports from Officers & Committees  
Election results  
New Business  
Adjournment

The Board of Directors Organizational Meeting will immediately follow the Annual Membership Meeting.

Enclosures: Candidate Nomination/Volunteer Form  
General Proxy with envelope  
Certificate of Appointment for Voting Representative  
Eustis Community Center Location Map  
Turnover Frequently Asked Questions and Answers

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**NOTICE OF INTENT TO BE A CANDIDATE**

I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the **Board of Directors of the Eagle Dunes Homeowner's Association, Inc.** for the Annual Election to take place on May 27, 2009 at 7:00 PM. I understand that I am responsible for the accuracy of the information contained in the Information Statement. I certify that I am neither a convicted felon nor lacking the right to vote in the jurisdiction of my personal residence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On-site Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**CANDIDATE INFORMATION**

Information can be included below or provided on a separate 8 1/2" x 11" sheet.

**PERSONAL BACKGROUND:**

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**PRIOR ASSOCIATION EXPERIENCE:**

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**COMMENTS ABOUT BOARD CANDIDACY:**

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**COMMITTEE VOLUNTEER FORM**

(PLEASE PRINT CLEARLY)

The purpose of this form is to provide homeowners with a method of recommending themselves to be on an HOA committee. Please place a check mark next to the committee(s) in which you are interested.

- Architectural Control
- Neighborhood Watch
- Finance and Budget
- Newsletter and Website
- Social Committee

- Landscape Maintenance
- Pool Security

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ON-SITE ADDRESS: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT THAN ABOVE): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BACKGROUND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIOR ASSOCIATION EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL APPLICABLE EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_

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6972 Lake Gloria Blvd., Orlando, FL 32809-3200

**PROXY**

The undersigned hereby appoints \_\_\_\_\_, or the Secretary of the Association as proxy, with full power of substitution, to vote upon and act for me with respect to establishing a quorum at the Turnover Meeting on May 27, 2009, at 7:00 pm to be held at Eustis Community Center, 601 Northshore Drive, Eustis, Florida 32726 or adjournment or adjournments thereof. The undersigned will not be available for the designated meeting. In no event shall this proxy be valid for a period longer than 90 days after the date of the meeting for which it was given.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

If the home / lot is owned by more than one person (s), all owners must sign.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Printed Name of Owner

On Site Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

In no event shall this proxy be valid for any period that exceeds the requirements of the governing documents of the Association of applicable state or local laws governing community associations. This proxy is revocable by the unit owner.

**Please return this Proxy in the Proxy Return Envelope and mail to the address above at least 48 hours prior to the meeting. This Proxy may be hand delivered by the Proxy Holder to the meeting.**

# EAGLE DUNES HOMEOWNER'S ASSOCIATION, INC.

## CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of EAGLE DUNES HOMEOWNER'S ASSOCIATION, INC.

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of:

\_\_\_\_\_ have designated  
(Lot number or physical street address)

\_\_\_\_\_  
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 Declaration of Covenants, the Articles of Incorporation and the By-Laws of the Association.

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Lot owner signature

\_\_\_\_\_  
Lot owner signature

\_\_\_\_\_  
Print name

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

\_\_\_\_\_  
Lot owner signature

\_\_\_\_\_  
Lot owner signature

\_\_\_\_\_  
Print name

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

A Voting Certificate is being provided to determine who the voting representative will be for your Lot if your Lot is owned by more than one person or by a corporation. Please note the following information about VOTING CERTIFICATES.

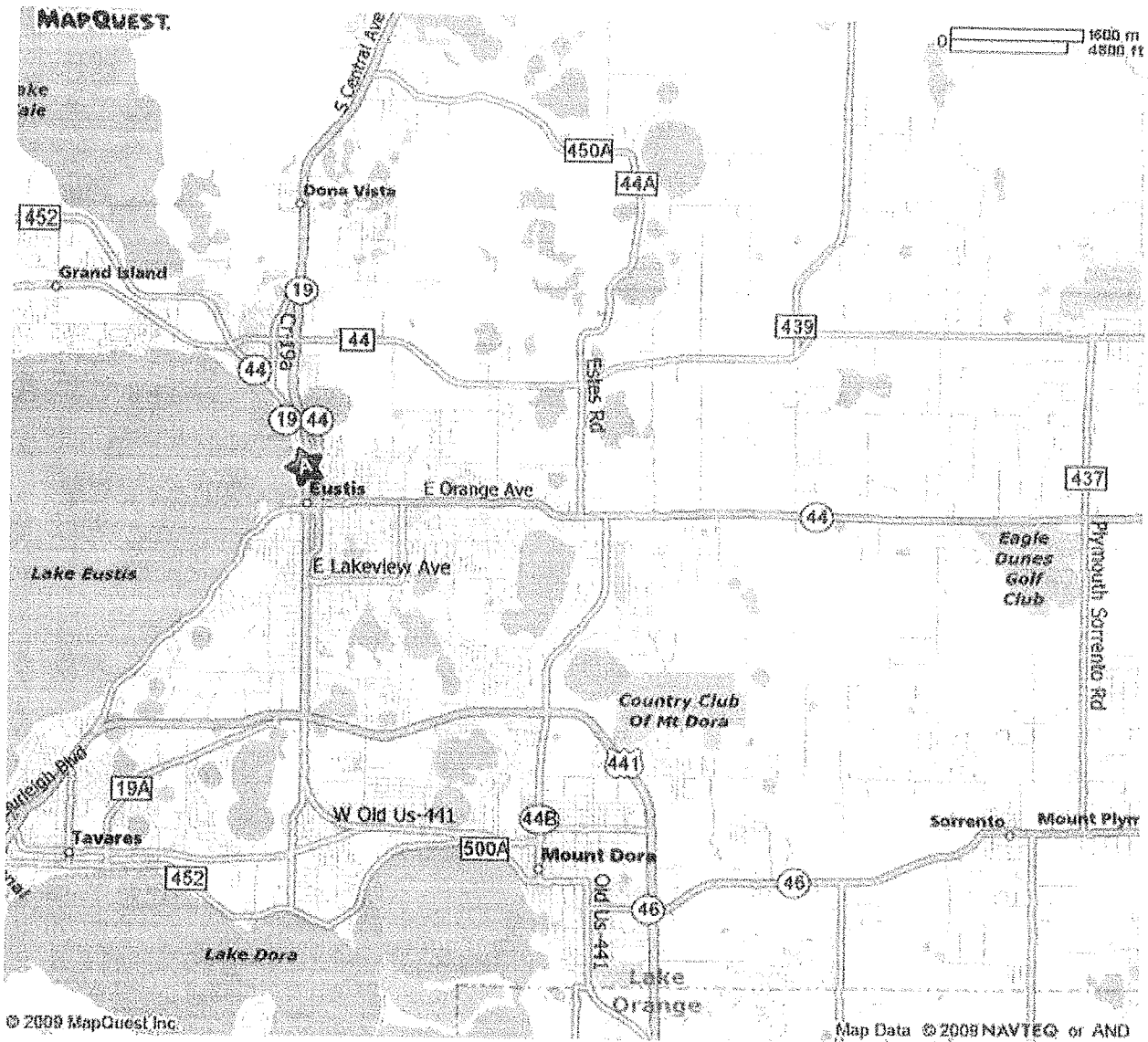
- 1) A Voting Certificate is for the purpose of establishing who is authorized to vote for a Lot owned by more than one person (even if husband and wife) or a corporation. A Voting Certificate is not needed if only one person owns the Lot.
- 2) A Voting Certificate is not a PROXY and may not be used as such. Only an owner or the appropriate corporate officer may be named on a Voting Certificate, not a third party.
- 3) A Voting Certificate must be signed by all of the owners of the Lot or the appropriate corporate officer.
- 4) A Voting Certificate is enclosed with this Notice for your use only if needed.

**Please mail to the Secretary for Eagle Dunes Homeowner's Association, Inc. 6972 Lake Gloria Blvd., Orlando, FL 32809-3200.**

# MAPQUEST.

Eustis Community Center  
601 Northshore Drive  
Eustis, Florida 32726

A: 601 Northshore Dr, Eustis, FL 32726-2961



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ktaylor@lelandmanagement.com

**Turnover of Homeowner Association Board of Directors**

**FREQUENTLY ASKED QUESTIONS**

**Q: What is turnover?**

**A:** Turnover is when unit owners other than the Developer elect a majority of the Board of Directors for the purpose of transitioning the control of the Board of Directors of the Association from the Developer to the homeowners. The Florida Statutes and Governing Documents of the Association provide when the owners have a right to elect the majority of the Board. The Statutes require the owners to assume control and require the Developer to relinquish control or to "turnover" the association when a particular percentage of lots have been sold.

**Q: What is a quorum?**

**A:** A quorum is the minimum number of members who must be present either in person or by proxy, at the meeting of the association in order for business to be transacted. The Eagle Dunes HOA's governing documents require a quorum of 30% (or 203 members) of a total of 678 lots.

**Q: What is a Proxy?**

**A:** A proxy is a written authorization for one person to act for another person with respect to establishing a quorum and to vote on his/her behalf.

**Q: When is a proxy used?**

**A:** Proxies are used at Annual Membership meetings or other special membership meetings and are used to meet the quorum requirements.

**Q: What can happen if no one volunteers to be a candidate for the Board?**

**A:** The Declarant appointed Directors are required to resign and the developer is obligated to relinquish control of the Board. If no one volunteers to fill the vacant positions on the Board, it may be necessary for the Association to be governed by Receivership.

**Q: What is Receivership?**

**A:** Under Florida Statutes 617.1432 a receivership or custodianship may be appointed to manage the affairs of a corporation such as a Homeowner Association. The receivership acts in place of the Board of Directors and has exclusive jurisdiction over the association.

**Q: Are there additional expenses associated with Receivership?**

**A:** Yes. In many cases, the Receivership is an attorney and services are billed accordingly. This expense is passed on to the homeowners until a homeowner controlled Board of Directors is ultimately established.

**Q: If an Association goes through the turnover process prior to the Developer fulfilling their obligations, who is responsible to fulfill the obligations?**

**A:** The responsibility for any unmet required obligations remains with the Developer. Requirements are registered in the planned development with the county.

**Q: What is the function of the Board of Directors?**

**A:** Board members are usually homeowners within the community who are responsible for the administration of the affairs of the association. The Board of Directors acts on behalf of the membership by making decisions regarding issues such as maintenance, rule enforcement, finances, among others.

**Q: Who elects the Board of Directors?**

**A:** At the time of turnover and at subsequent Annual Membership Meetings, homeowners elect the Directors as provided in the governing documents.

**Q: How many people serve on the Board of Directors?**

**A:** The amended By-Laws allow for an uneven number of directors of no less than three and no greater than nine. It is the intent to elect five Directors at the upcoming meeting. The officers of the Board consist of the President, Vice President, Secretary and Treasurer, which are decided by the Board at an Organizational Board Meeting usually held immediately following the Annual Membership Meeting.

**Q: How long is the term of office for a Board member?**

**A:** The Board members will serve staggered three-year terms. The terms for the first elected Board are as follows: The two candidates with the most votes will serve for three years, the remainder will serve for two years.

**Q: How often does the Board of Directors meet?**

**A:** Generally the Board will meet quarterly but they have the right to decide upon the frequency and schedule based on the needs of the operation of the association.

**Q: What Association committees will be established?**

**A:** Typically committees in an association are the Architectural Review Committee, Newsletter / Website, and Social Committees. Your association may choose to establish others.

**Q: How are committees established?**

**A:** The Board considers candidates that have expressed an interest to volunteer. Members are appointed by the Board and granted authority established in the documents and by Board resolutions.

**Q: What is the role of the Community Association Manager?**

**A:** A management company can be hired by the Board of Directors to assist with day-to-day functions of the association. The duties of the Community Association Manager, or CAM, are specified in the contractual agreement between the parties. A manager is responsible to implement the directives of the board and to provide administrative services for the maintenance and operation of the Association.