

JAMES LANDING PROPERTY OWNERS' ASSOCIATION INC.

POLICIES AND PROCEDURES

Policy No: **007- 04 CONDUCTING THE ANNUAL MEETING**

Policy: It is the policy and responsibility of JLPOA Board of Directors to hold an Annual Meeting on the first Monday in November of each calendar year. The purpose of this meeting is the notify the residents of actions taken throughout the year, report the financial status and present the budget for the next year, and vote on any open board positions. Any issues requiring a vote of the residents will also take place at this meeting.

Procedure:

1. The meeting should be held in a room large enough to hold at least 50 people.
2. The Secretary should sit directly inside the room with a table set up with a sign in register.
3. A box should be provided for proxy forms to be placed.
4. Additional applicants for a board position will have sent in a Candidate Information Sheet, copies of which will be available at the entry table.
5. A supply of ballot sheets should be on the entry table, along with a supply of pens or pencils.
6. The President/Vice President should call the meeting to order exactly on time, and only items placed on the agenda should be discussed.
7. A committee of at least three people should be in charge of counting the ballots and/or proxy sheets.
8. After announcing the board for the coming year, those on the board will select individuals to serve as President, Vice President, Secretary, Treasurer and board members.
9. If a new person is taking over a position on the board, all documents and records must be turned over to the new board member within ten (10) calendar days of the Annual Meeting.

JAMES LANDING PROPERTY OWNERS' ASSOCIATION

NOVEMBER 5, 2007

BALLOT

The following are candidates for the James Landing Property Owners Board of Directors (JLPOA Board). The JLPOA Board is a seven (7) member Board consisting of single-family homeowners, with responsibilities, powers and authority delegated to it as determined by the JLPOA By-Laws.

Vote for ONE name, placing a check mark by the name of your choice.

____ Name

____ Name

____ Name

____ Name

____ Name

____ Name

____ Name

____ Name

____ Name

CANDIDATE INFORMATION
JAMES LANDING PROPERTY OWNERS' ASSOCIATION

Name: _____
Please Print

Address: _____
Please Print

Personal Background:

Prior Association Experience:

Comments about Board Candidacy:

Signed: _____ **Dated:** _____

This form is provided for your convenience. You are under no obligation to follow its format. All submissions must be on one side of an 8.5" x 11" sheet and no more than 75 words. Submission will be photocopied and distributed as submitted.

JAMES LANDING PROPERTY OWNERS' ASSOCIATION

3682 N. Wickham Rd, B1-327
Melbourne, FL 32935

President: K. Singleton
Vice President: G. England

Secretary: G. Robinson
Treasurer: M. Robinson

LIMITED PROXY

For the 2007 Annual Meeting

INSTRUCTIONS: According to the By-Laws of the James Landing Homeowners Association, Inc., the association shall hold an annual meeting for the transaction of any and all property business, and for the election of directors to the Board. The necessary quorum for the annual meeting, in person or by proxy, is 33.3%. If you cannot attend the meeting in person, you may assign a proxy to represent your interests and to vote for you. The proxy may be anyone of legal age, or you may select option #1 "One of the Board of Directors". The returned proxies indicating "One of the Board of Directors" will be equally distributed among the Directors attending the meeting. Please complete and return this proxy, whether or not you intend to attend the meeting, in order to ensure a quorum. If you attend the meeting in person, you will reclaim your proxy and vote as usual. Select either option #1 option #2 by initialing. If you select option #2, you must also select option #2a or #2b in the event your representative does not attend the meeting. If more than one option is selected, option #1 will be enforced.

INITIAL ALL BOXES THAT APPLY

Option #1 (Initial ____) I appoint as my proxy one of the Board of Directors.

Option #2 (Initial ____) I appoint as my proxy _____.

Option #2a (Initial ____) If my designated proxy fails to attend the meeting, this proxy may be reassigned to one of the Board of Directors for both voting and quorum purposes.

Option #2b (Initial ____) If my designated proxy fails to attend the meeting, this proxy may be reassigned to one of the Board of Directors for quorum purposes only.

Date: _____

Print Name: _____

Signature: _____

Address: _____

Phone Number: _____