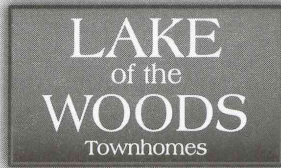


300 Carolwood Point  
Fern Park, FL 32730



www.lakeofthewoodshoa.com

Telephone (407) 834-6828  
Fax (407) 834-5446

## NOTICE OF SPECIAL MEMBERSHIP MEETING

A special meeting of the members has been called to vote on an additional funding assessment for the roof replacement project, which is necessary for its completion.

Date: Tuesday, August 26, 2025  
Time: 7:00 p.m.  
Location: Lake of the Woods Homeowners Association Clubhouse  
300 Carolwood Point, Fern Park, FL 32730  
Purpose: To approve an additional assessment for roof replacement, siding, and touch-up painting

July 17, 2025

Dear Owners:

A subsequent Special Membership Meeting has been called for the purpose of passing a special assessment as per the Notice of Special Membership Meeting included herewith.

Should a quorum not be obtained on August 19, 2025, the subsequent meeting will take place August 26, 2025, and the second meeting quorum requirement is 30% (160 members present in person or by Proxy). Please note that members present at the first meeting will be counted as present at the second meeting and will only be counted as present once.

At the duly called Board of Directors meeting held July 1, 2025, the Board, by a majority vote, voted to place before the membership a vote for a special assessment in the amount of \$3,995.34 per unit, payable over 12 months at not less than \$332.95 per month until paid in full, commencing October 1, 2025, to complete the roof replacement project.

**Please refer to the enclosed Notice of Special Membership Meeting August 5, 2025, for the breakdown of cost for roof replacement, as well as the Declaration Articles.**

Thank you in advance for submitting your vote to the office by mail or in person by August 19, if possible, otherwise by August 26. As is customary for our regular annual meetings and elections, a locked ballot box will be provided at the office for you to deposit your Proxy. The Proxies will be counted by an outside organization at the August 19 and August 26 meeting if needed.

**EVEN IF YOU PLAN ON ATTENDING, IN PERSON, PLEASE SEND IN YOUR PROXY, IN THE EVENT YOU ARE UNABLE TO ATTEND, TO HELP ESTABLISH A QUORUM.**

We hope you appreciate that we would prefer to undertake a different course of action if there were a realistic, viable, and practical way to avoid the extra charges while properly addressing our roofing issues. Unfortunately, our investigation, as well as our understanding of the requirements, leaves us with no other viable options. Thus, we are compelled to proceed with this project, incur the associated expenses, and obtain funding from each of the Owners.

Respectfully,  
Your Board of Directors and  
Kristina Andersen, Association Manager

# Lake of the Woods Homeowners Association

## LIMITED PROXY

For the Special Membership Meeting to be held on **August 26, 2025.**

\*\*\* Please write legibly \*\*\*

I, \_\_\_\_\_ (name),  
the undersigned owner of Property Address \_\_\_\_\_

\_\_\_\_\_ (address)  
in LAKE OF THE WOODS HOMEOWNERS ASSOCIATION,

appoints \_\_\_\_\_ (name of proxy holder)  
or the President of the Association **[NOTE: Failure to fill in a name on the immediately preceding line will automatically result in the President of the Association being appointed your Proxy]** as my proxy-holder to attend the Special Membership Meeting of Lake of the Woods Homeowners Association, to be held on **Tuesday, August 26, 2025 at 7:00 p.m., at the Clubhouse, 300 Carolwood Point, Fern Park, FL 32730.** The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, except that my proxy holder's authority is limited as indicated below:

**INSTRUCTIONS:** If you will not be attending the meeting, it is important that you complete and return this Proxy so that sufficient votes can be obtained and a quorum established. Please fill in your Name, Property Address, and the way you wish your vote to be cast for the matter listed below. Please then sign and return this Proxy **SO THAT IT REACHES** the Association **before** the appointed time of the meeting **by mail to Lake of the Woods Homeowners Association, 300 Carolwood Point, Fern Park, FL 32730, in person at the clubhouse office or at the meeting, or via email to [manager@lakeofthewoodshoa.com](mailto:manager@lakeofthewoodshoa.com).** This ballot must be signed by the person(s) entitled to vote. The sooner we receive your Proxy, the sooner we will know how the vote count looks.

### LIMITED POWERS

FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUE, YOU MUST INDICATE YOUR PREFERENCE BELOW. I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXY HOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

☐ In Favor of the special assessment

***I vote to approve the special assessment for the roof replacement.*** The special assessment in the amount of \$3,995.34, if passed by the members, will be due on October 1, 2025, paid over 12 months in equal installments. I understand that this special assessment is in addition to the first special assessment for this roof replacement project in the amount of \$6,500.00, making the roof replacement special assessments a total of \$10,495.34.

☐ Opposed to the special assessment

***I vote to disapprove the special assessment for the roof replacement.***

DATED \_\_\_\_\_  
\_\_\_\_\_  
Signature of Owner(s)

THIS PROXY IS REVOCABLE BY THE OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT THEREOF. 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.