

**DALTON WOODS
HOMEOWNERS ASSOCIATION, INC.**

7750 SW 60th Ave, Suite A, Ocala, FL 34476
E-Mail: TSponheimer@LelandManagement.com | Toni Sponheimer, LCAM

2020 ANNUAL RECONVENED MEMBERS MEETING NOTICE AND AGENDA

Monday, January 4, 2021 at 6:30pm via ZOOM

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/6761940371?pwd=Y0lpaG1Nem9CWnpuZkErSEVFBs9mQT09>

Meeting ID: 676 194 0371

Passcode: NhwKm3

Date of Notice: December 11, 2020

Please be advised that the Reconvened Annual Meeting of the **DALTON WOODS HOMEOWNERS ASSOCIATION, INC.** will be held on **MONDAY, January 4, 2021 STARTING AT 6:30 P.M., via ZOOM meeting.**

The purpose of this meeting is to elect two **(2)** Directors to serve a three-year term for the **DALTON WOODS HOMEOWNERS ASSOCIATION, INC. BOARD OF DIRECTORS** and to discuss any other business of the Association. There is an additional vacancy to be filled by the Board of Directors.

In order for the subsequent meeting to take place, a quorum of 25% (40 owners in person or by proxy) needs to be in attendance either via signing into the ZOOM meeting OR filling out a proxy form. IF YOU CANNOT SIGN INTO THE ZOOM MEETING, Please fill out the enclosed proxy form and return to Leland Management, Toni Sponheimer BEFORE the start of the meeting on January 4, 2021. You can either email the proxy to TSponheimer@LelandManagement.com or you can mail it to Leland Management, 7750 SW 60th Ave, Suite A, Ocala, FL 34476.

Reconvened Annual Meeting Agenda

- I. Call to Order**
- II. Proof of Meeting Notice**
- III. Establish Quorum**
- IV. Approval of the 2019 meeting minutes**
- V. New Business:**
 - a. President's Report
 - b. Online voting results will be read
- VI. Adjournment**

Board of Directors Organizational Meeting

Immediately following the Membership Meeting there will be an organizational meeting of the Board of Directors.

AGENDA

- I. Call to Order**
- II. Proof of Notice**
- III. Establish Quorum**
- IV. Minutes**
- V. Old Business**
- VI. New Business**
 - a. Board appoint director to vacant seat
 - b. Election of Officers
- VII. Adjournment**

Dalton Woods Homeowners' Association of Ocala, Inc

EMAIL AUTHORIZATION REQUEST FORM

In order to Go Green, the Dalton Woods Board of Directors is asking everyone to please sign up for the mailing list to receive important notices regarding meetings, community news and more.

Would you like to receive future e-mails from the Dalton Woods Board of Directors? You can opt-out any time by emailing our CAM, Toni Sponheimer with Leland Management at TSponheimer@LelandManagement.com.

- YES, Please sign me up!
- NO, I do not want to receive any correspondence from Dalton Woods via e-mail.

Owner Signature DATE

Printed Name

E-mail Address

Mailing Address

DALTON WOODS HOMEOWNER'S ASSOCIATION, INC.

OFFICIAL PROXY CERTIFICATE

INSTRUCTIONS

If you are unable to attend the Annual Meeting via ZOOM, please complete the proxy certificate below by appointing someone to attend on your behalf. You may select a board member, committee member, officer, friend, relative, or neighbor to sign in for you. Please mail back this form to Dalton Woods Homeowner's Association, Inc., C/O Leland Management at 7750 SW 60th Ave. Suite A, Ocala, FL 34476. You may also e-mail it to TSponheimer@LelandManagement.com. **It is very important that you complete this proxy to help establish a quorum of the membership. For a reconvened meeting, quorum is 25% or 40 members.**

The undersigned owner(s) of Lot: _____, (PROPERTY ADDRESS) _____

of **Dalton Woods Homeowner's Association, Inc.** do/does hereby appoint:

The Secretary of the Association;

OR

Insert name here: _____

As the lawful substitute, attorney and proxy, with full power of substitution and revocation of the undersigned, for and in the name, place, stead of the undersigned, **to establish quorum**, as if personally present at the **Monday, January 4, 2021 Reconvened Annual Zoom Meeting of the members of Dalton Woods Homeowner's Association, Inc.** Should the meeting be adjourned due to lack of quorum, the proxy will remain in full force and effect for **Ninety (90)** days after the initial Annual Meeting of **Monday, January 4, 2021**, at which time it will become null and void.

*** IF AN INDIVIDUAL'S NAME IS NOT INSERTED ON THE LINE ABOVE, THE SECRETARY OF THE ASSOCIATION WILL BE APPOINTED AS THE PROXY HOLDER.**

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

By: _____ By: _____
Signature of Owner(s) Printed Name of Owner(s)

(The following is only for the use of the proxy holder you named above, if they can't attend.)

SUBSTITUTION OF PROXY

I, _____, the above noted Proxy Holder, am unable to attend the Annual Meeting for **Dalton Woods Homeowner's Association, Inc.** scheduled for **January 4, 2021** and hereby substitute this Proxy and name the following person, _____, who shall have all the same rights and privileges previously extended to me as the original Proxy holder.

Dated this _____ day of _____, 2021.

Signed By: _____ (Signature)

Please Print Name: _____

*******SAMPLE PROXY*******

DALTON WOODS HOMEOWNER'S ASSOCIATION, INC.

OFFICIAL PROXY CERTIFICATE

INSTRUCTIONS

If you are unable to attend the Annual Meeting via ZOOM, please complete the proxy certificate below by appointing someone to attend on your behalf. You may select a board member, committee member, officer, friend, relative, or neighbor to sign in for you. Please mail back this form to Dalton Woods Homeowner's Association, Inc., C/O Leland Management at 7750 SW 60th Ave. Suite A, Ocala, FL 34476. You may also e-mail it to TSponeheimer@LelandManagement.com. **It is very important that you complete this proxy to help establish a quorum of the membership. For a reconvened meeting, quorum is 25% or 40 members.**

The undersigned owner(s) of Lot: _____, (PROPERTY ADDRESS) **123 Main St, Ocala, FL** _____

of **Dalton Woods Homeowner's Association, Inc.** do/does hereby appoint:

The Secretary of the Association; *Choose this option if you do not know who will be at the meeting.*

OR

Insert name here: **Jane Doe** *(Select a name of someone you know will be at the meeting)*

As the lawful substitute, attorney and proxy, with full power of substitution and revocation of the undersigned, for and in the name, place, stead of the undersigned, **to establish quorum**, as if personally present at the **Monday, January 4, 2021 Reconvened Annual Zoom Meeting of the members of Dalton Woods Homeowner's Association, Inc.** Should the meeting be adjourned due to lack of quorum, the proxy will remain in full force and effect for **Ninety (90)** days after the initial Annual Meeting of **Monday, January 4, 2021**, at which time it will become null and void.

*** IF AN INDIVIDUAL'S NAME IS NOT INSERTED ON THE LINE ABOVE, THE SECRETARY OF THE ASSOCIATION WILL BE APPOINTED AS THE PROXY HOLDER.**

IN WITNESS WHEREOF, I have hereunto set my hand this **2nd** day of **December**, 20**20**.

By: **Samantha Smith** By: **Samantha Smith**
Signature of Owner(s) Printed Name of Owner(s)

(The following is only for the use of the proxy holder you named above, if they can't attend.)

SUBSTITUTION OF PROXY

I, _____, the above noted Proxy Holder, am unable to attend the Annual Meeting for **Dalton Woods Homeowner's Association, Inc.** scheduled for **January 4, 2021** and hereby substitute this Proxy and name the following person, _____, who shall have all the same rights and privileges previously extended to me as the original Proxy holder.

Dated this _____ day of _____, 2021.

Signed By: _____ (Signature)

Please Print Name: _____

***Do not worry about this portion. This is for if you wrote in someone's name and they cannot show. They will fill out this portion and assign your proxy to someone else**