

**SECOND
NOTICE OF ANNUAL MEETING OF
SIENA OAKS HOMEOWNERS ASSOCIATION, INC.**

TO ALL MEMBERS:

On **Monday, March 30, 2020, at 7:00 p.m., at Tropical Sands Christian Church, 16 Burns Road, Palm Beach Gardens, Florida 33410**, the Annual Meeting of the Association will be held for the purpose of conducting the lawful business of the Association. The agenda for the Annual Meeting is:

1. Certifying Quorum - Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Reports of Officers.
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

Twenty percent (20%) of the votes of the Association must be present, in person or by proxy, at the meeting, in order for the business to be conducted. It is **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business at this Annual Meeting.

Pursuant to Florida law, an election of the directors of this Association is not required, since the number of candidates was less than or equal to the number of vacancies to be filled. Accordingly, the names of the New Board Members will be announced at the Annual Meeting.

VOLE BY PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

1. A **proxy** is for the purpose of establishing a quorum and appointing **another person** to vote for you in the event that you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the meeting.
2. A proxy should be submitted to the Association **prior to the scheduled time of the meeting**. It can be sent via hand-delivery to the Management Office, via mail addressed to the Association's mailing address at: **Siena Oaks Homeowners Association, Inc., 100 Siena Oaks Circle West, Palm Beach Gardens, FL 33410**, or via email to: **manager@sienaoakshoa.com**, or via facsimile to: **561-622-8752**. It is encouraged that the proxy be submitted as long before the meeting as possible in order to avoid delay in registration.
3. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may **withdraw** your proxy when you register at the meeting.
4. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It may also be **assigned** (substituted) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unable to attend the meeting.