

**NOTICE OF ANNUAL MEETING
OF
COUNTRY CLUB OF MIAMI FAIRWAY TOWNHOUSES ASSOCIATION NO. 1, INC.**

TO ALL MEMBERS:

On **Wednesday, October 19, 2022 at 7:00 PM**, in **Country Club of Miami Clubhouse (6801 NW 186th Street, Hialeah, FL 33015)**, the Annual Meeting of the Association will be held for the purpose of electing Directors, voting on items listed below, and such other business as may lawfully be conducted. 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. Appointment of Inspectors of Elections.
7. Election of Directors.
8. Unfinished Business.
9. New Business - a. Vote on Proposed Amendments to the Declaration of Covenants and Restrictions, and By-Laws. (**See attached proposed amendments**).
10. Adjournment.

Thirty percent (30%) of the voting interests (a "quorum") must be present, in person or by proxy, at the meeting, in order for the business to be conducted. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a Proxy/Meeting Ballot** in order to conduct business.

VOTING CERTIFICATE

A voting certificate is being provided to determine who the voting member will be for your townhouse unit, if your townhouse unit is owned by more than one person or 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 townhouse unit owned by more than one person (except if married couples) or a corporation. A voting certificate is not needed if the townhouse unit is owned by only one person or married couples.
2. A voting certificate is not a proxy and cannot be used as such. Only an owner or an appropriate corporate officer can be named on a voting certificate, not a third party.
3. A voting certificate must be signed by all of the owners of the townhouse unit or authorized corporate officer.
4. A voting certificate is enclosed with this notice for your use, if needed.

VOTING BY PROXY/MEETING BALLOT

If you attend the Annual Meeting and wish to vote on items on the agenda, the enclosed Proxy/Meeting Ballot shall act as your Ballot. However, if you are unable to attend the Annual Meeting and wish to vote by proxy, the Proxy/Meeting Ballot will act as your proxy. In that regard, please note the following:

1. A **proxy** is for the purpose of establishing a quorum and appointing **another person** to vote for you

in the event you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the lot. If you want to vote and do not attend the Annual Meeting, **you must vote by proxy.**

2. The proxy must be submitted to the Association **prior to the scheduled time of the meeting.** It can be sent via mail addressed to the Association's mailing address at: **P.O. Box 171264, Miami, FL 33017**, or via e-mail to: ccmft1@gmail.com. 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 can 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.

5. A **Proxy/Meeting Ballot** form is enclosed with this notice for your use, if needed.

Again, please attend the Annual Meeting or send in your proxy, and submit a voting certificate, if required.

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association and such other business as may lawfully be conducted. The agenda for the Board Meeting is as follows:

1. Certifying quorum – Call to Order.
2. Proof of Notice of Meeting.
3. New Business -
 - a. Elect Officers.
 - b. Vote on Proposed Amendments to the Rules and Regulations.
4. Adjournment *C. Establish Fining Committee,*

Dated: _____, 2022.

BY ORDER OF THE BOARD OF DIRECTORS

RENE PEREZ, VICE PRESIDENT