

November 20th , 2025

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.
NOTICE OF ANNUAL MEETING

To all association Members.

Please be advised that the Annual Meeting of your Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted as follows:

Date : Thursday, December 18th, 2025

Time : 7:00 p.m.

Place : Association Clubhouse located at 13321 SW 151 TER Miami FL 33186

Please note that in order to conduct the election, a “quorum” of members must be present, either in person or by Proxy at the Annual Meeting. For your Association, a quorum shall be established by the presence, in-person or by proxy, of the members entitled to cast twenty percent (20%) of the Voting Interests. If you are unable to attend this Annual meeting in person, it is imperative that you submit your proxy.

NOMINATIONS WILL BE TAKEN FROM THE FLOOR

Please note the following information about Proxies and Voting Certificates:

A voting certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (other than married couples) or a corporation. A voting certificate is not needed if the unit is owned by one person. A voting certificate IS NOT A PROXY and may not be used as such. A voting certificate must be signed by all owners of the unit or the appropriate corporate officer.

Please mail forms to:

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.
c/o Association Services of Florida
13321 SW 151 TER Miami FL 33186

Very truly yours,

ASSOCIATION SERVICES OF FLORIDA

An Associa member company

Managing Agent for: THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.

NOMINATION

Mail or hand-delivery to:

Three Lakes Property Owners Association, Inc.
13321 SW 151 Terrace Miami, Florida 33186

MEMBERS OF THE BOARD:

I would like to nominate myself for election to the Board of Administration.

FULL NAME: _____

ADDRESS: _____

TELEPHONE #: _____

SIGNATURE: _____

NOTE:

- 1) In order for a person to be nominated to election as a director, that person must be current with their maintenance fees and be present at the Annual Meeting to accept the nomination or have a letter of acceptance on file with the Secretary prior to the Annual meeting.
- 2) All nominations or letters of acceptance **MUST** be submitted to the Secretary of the Association at the above address at least two (2) days prior to the Annual meeting. Nominations will also be accepted from the floor the day of the Annual meeting.

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.
ANNUAL MEETING OF THE MEMBERSHIP

Date : Thursday, December 18th , 2025

Time : 7:00 p.m.

Place : Association Clubhouse located at 13321 SW 151 TER Miami FL 33186

Agenda

- Certify Quorum of Membership (If Quorum is reached agenda will continue)
- Call to order.
- Proof of Notice of Meeting or Waiver of Notice
- Approve Minutes of Last Annual Meeting
- Nomination of prospective Board Members from the floor (if any)
- Brief Statements from Candidates
- Appointment of Inspectors of Election
- Vote of Members as to the Unit Owner Directors
- Announcement of Results of Vote
- Adjournment of Meeting

ORGANIZATIONAL MEETING

Organization meeting to immediately follow the Annual Meeting. Officers to be elected by the board of directors.

Agenda

- Call to order
- Officers' appointments
- Adjournment of Meeting

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.
GENERAL PROXY

This General Proxy can be used for the purpose of reaching a quorum to conduct the Association's Annual Election Meeting (for the purpose of electing Directors) and must be completed and filed with the Secretary of the Association or Management Company if you have **any doubt** about attending the meeting.

The undersigned hereby appoints as my proxy, _____ with full powers of substitution, for all matters to come before the meeting or any adjournment thereof, for the above Association to be held:

Date : Thursday, December 18th , 2025

Time : 7:00 p.m.

Place : Association Clubhouse located at 13321 SW 151 TER Miami FL 33186

This Proxy is valid for the election of Directors whereby nominations will be taken from the floor.

NOTE: Should you fail to designate a specific proxy holder above, it will be presumed that you wish for the Secretary of the Association to serve as your proxy holder.

I hereby certify that I am the person authorized to execute this Proxy for and on behalf of the owners of the aforesaid unit.

Dated this _____ day of _____, 20____

Property Address

Property Address

Signature of Designated Voter or Signature of all Unit Owner(s)

SUBSTITUTION OF PROXY - DO NOT COMPLETE THIS SECTION

This section is only to be filled in by the Proxy Holder should they wish to appoint a Substitute Proxy Holder. The undersigned, who is named on the above proxy, does hereby designate _____ to act as Substitute Proxy as set forth above.

Dated _____, 20____ Proxy Holder Signature: _____

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

VOTING CERTIFICATE INSTRUCTIONS

A Voting Certificate is provided to determine who the voting representative will be for your unit if your unit is owned by more than one person (other than married couple), a corporation, or a partnership. 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 unit owned by more than one person (other than married couple), a corporation, or a partnership. A Voting Certificate is not needed if only one person owns the unit.
- 2) If unit is owned by more than one person (other than married couple) the Voting Certificate must be signed by all of the owners of the unit or the appropriate corporate officer.
- 3) A Voting Certificate is NOT A PROXY OR A BALLOT and may not be used as such. Only an owner or the appropriate corporate officer may be named on a Voting Certificate, not a third party.

Please return the Voting Certificate, if required. By e-mail **Jmidence@AssociaFlorida.com** or by mail to:

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC
c/o Association Services of Florida
13321 SW 151 TER Miami FL 33186

Thank you.

ASSOCIATION SERVICES OF FLORIDA
An Associa member company
As Managing Agent for:
THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.

VOTING CERTIFICATE

THIS IS TO CERTIFY that the undersigned, constituting all record owners of Lot Number _____ have designated _____ (Name of Voting Representative) as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration of covenants and Restrictions and the Articles and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

- 1) Lot owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John or Jim as the Voting Representative (NOT A THIRD PERSON).
- 2) Lot owned by A.A. Corporation, Inc., a corporation. A voting certificate must be filed designating the person entitled to vote, signed by President or Vice- President of corporation and attested by Secretary or Assistant Secretary of Corporation.
- 3) Lot owned by John Jones only. No Voting Certificate required.
- 4) Lot owned by Mary and John Jones, married couple. Voting Certificate optional.

This Certificate is made pursuant to the Declaration of Covenants and Restrictions and By-Laws and shall revoke all prior certificates and be valid until revoked by a subsequent certificate.

Dated this _____ day of _____, 20_____

(Print Name)

(Signature)

(Print Name)

(Signature)

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the lot as the Voting Representative, not a third person.

THREE LAKES PROPERTY OWNERS ASSOCIATION, INC.
Call for Candidates

If you wish to be a part of the Board of Directors, your opportunity to do so will be included within the planed Agenda during our Annual Meeting, since nominations will be taken from the floor during the meeting. Although not required, if you are interested in submitting a letter of qualification in advance, please feel free to do so via email at **Jmidence@AssociaFlorida.com**

As always, we encourage our owners to become a part of the Board of Directors and actively support our community.