

TO: Members of the Sutton Lakes Owner's Association, Inc.

RE: 2<sup>nd</sup> Notice of Annual Meeting

PLEASE TAKE NOTICE that the Annual Meeting of the members of SUTTON LAKES OWNERS ASSOCIATION, INC., a Florida not-for-profit corporation, for the election of the Directors and the transaction of any other business that may properly come before the membership, will be held on **Monday, February 25th, 2019 at 7:00 pm at Watson Realty 13001 Atlantic Blvd, Jacksonville, FL 32225.**

Enclosed please find the following:

1. Proxy - If you are not certain that you will be able to attend the meeting, please complete the attached Proxy and place it in the addressed "Return" envelope provided and send it to the Association c/o Signature Realty & Management, Inc., 1301-A Penman Road, Jacksonville Beach, Florida 32250, so you can be counted toward establishing a quorum. The presence of 33% of members or proxies is required to establish a quorum. Proxies must be returned to the Association before the start of the meeting. . **Please do not forget to sign and date your Proxies otherwise your Proxy will not be valid. IT IS VERY IMPORTANT THAT YOU SEND IN YOUR PROXY IF YOU ARE NOT CERTAIN THAT YOU CAN ATTEND THE MEETING.** In the event, you do attend, the proxy is automatically revoked when you register your attendance and you will be able to vote in person upon any issue.
2. Agenda: The meeting agenda is included with this notice.
3. Information Update: Please complete and return

Minutes: 2018 Annual Meeting minutes will be available at this meeting.

Should you have any questions or comments, please submit them in writing to the Misty Torres at Signature Realty & Management, Inc. 1301-A Penman Road, Jacksonville Beach, Florida 32250 or email her at [misty.srmi@gmail.com](mailto:misty.srmi@gmail.com) or call at (904) 241-5221 before **Friday, February 22nd**, so they can be addressed at the meeting. We hope to see you there.

# **SUTTON LAKES OWNERS ASSOCIATION**

## **ANNUAL MEETING AGENDA**

- I. WELCOME/CALL TO ORDER**
- II. CERTIFICATION OF ATTENDANCE AND PROXIES**
- III. APPROVAL OF 2018 ANNUAL MEETING MINUTES**
- IV. PRESIDENT'S ANNUAL REPORT**
- V. TREASURER'S ANNUAL REPORT**
- VI. ANOUNCEMENT OF 2019 BOARD OF DIRECTORS**
- VII. ADJOURN**

## **BOARD OF DIRECTORS/ORGANIZATIONAL MEETING**

- I. CALL MEETING TO ORDER**
- II. ORGANIZATION OF THE BOARD**
- III. APPROVAL OF JANUARY FINANCIALS**
- IV. MANAGEMENT REPORT**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
- VII. OPEN FORUM**
- VIII. ADJOURN**