

**Sterling Oak at Live Oak Preserve Association, Inc.**  
**4131 Gunn Highway, Tampa, FL 33618**  
**813-936-4156 / sola@greenacre.com**

**SECOND NOTICE OF ANNUAL MEMBERSHIP MEETING**

To All Members:

On October 25, 2017 at 6:10 P.M. at the Grand Oak Clubhouse, 9401 Oak Preserve Boulevard, Tampa, FL 33647; the Annual Meeting of the Sterling Oak at Live Oak Preserve Association, Inc. will be held for the purpose of conducting the lawful business of the Association.

A quorum of members must be present at the meeting, in person or by proxy, in order for the business to be conducted. It is therefore, VERY IMPORTANT that you provide a proxy and attend the meeting, if possible.

Please note the following information about PROXIES:

A proxy is for the purpose of appointing another person to cast your vote for you in the event that you might not be able to attend the meeting. Please sign, date, and either mail or e-mail to the address above the enclosed proxy immediately whether or not you plan to attend in person. This will ensure that we have the representation needed at the meeting and will avoid the possibility of any costly delays. If you appoint a proxy and later decide you will be able to attend the meeting in person, your proxy may be withdrawn by you so that you may vote in person.

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. They have indicated a willingness to give of their time and talents on your behalf in accepting the nomination.

**NOTICE OF BUDGET ADOPTION MEETING AND  
ORGANIZATIONAL BOARD OF DIRECTORS MEETINGS**

On October 25, 2017 at 6:00 P.M. the Board will adopt the 2018 Budget. On October 25, 2017, immediately following the Annual Membership Meeting, the Board of Directors will meet to elect officers and conduct such other business as may lawfully be conducted.

# STERLING OAK AT LIVE OAK PRESERVE ASSOCIATION, INC.

**October 25, 2017**

Budget Adoption Meeting  
6:00 P.M.

## Agenda

- I. Determination of a quorum/call to order
  - II. Proof of notice of meeting
  - III. Approval of 2018 Budget
  - IV. Adjournment
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Annual Membership Meeting  
6:10 P.M.

## Agenda

- I. Determination of a quorum/call to order
  - II. Proof of notice of meeting
  - III. Reading and disposal of any unapproved minutes
  - IV. Announcement of Directors
  - V. Reports of directors and committees
  - VI. Unfinished business
  - VII. New business
    - A. Appointment of a nominating committee
  - VIII. Adjournment
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Board of Directors Meeting  
Immediately Following the Annual Meeting  
Agenda

- I. Call to order
- II. Roll call/election of officers
- III. Reading and disposal of any unapproved minutes
- IV. Business
  - A. Designation of signatories on association bank accounts
  - B. Designation of liaison to manager and attorney
  - C. Procedures for board receipt of board meeting information
  - D. Limited authorities granted
  - E. Meeting minutes/transcribed/tapes destroyed
  - F. Posting meeting notices
  - G. Board certifications
  - H. Next meeting date
- V. Adjournment