

**SECOND NOTICE OF ANNUAL MEETING OF THE MEMBERS AND NOTICE OF BUDGET
ADOPTION MEETING OF THE BOARD OF DIRECTORS OF
HIALEAH CLUB VILLAS CONDOMINIUM ASSOCIATION, INC. ("ASSOCIATION")**

Dear Unit Owner:

The Annual Meeting of the Members ("Annual Meeting") of the Association will be held on **Thursday, November 21st, 2019 7:00 p.m., at My Destiny Banquet Hall located on 1970 West 60 Street Hialeah FL 33012. ("Annual Meeting")** Immediately following the Annual Meeting, a Budget Adoption meeting of the Board of Directors ("Budget Meeting") will be convened. The purpose of the Budget Meeting is for the Board of Directors ("Board") to elect officers and adopt a Budget for the 2020 fiscal year. Enclosed please find a copy of the Agenda pertaining to the Annual Meeting and Budget Meeting and a copy of the proposed Budget for the 2020 fiscal year.

As you were previously notified, Chapter 718, Florida Statutes ("the Condominium Act") requires any Unit Owner or eligible person who desired to be a candidate for the Association's Board to provide written notice to the Association of their intent to run not less than forty (40) days prior to the scheduled election. If the number of eligible candidates is equal or less than the vacancies for the Board of Directors no election is required. This year no Elections are required for Hialeah Club Villas.

At the Annual Meeting, the members will have the opportunity to vote on whether they wish to partially waive the statutory reserves for the fiscal year commencing in January 1st 2020 to provide for less than adequate reserves. The Condominium Act requires the Board to adopt the Budget with full statutory reserves unless a majority of the Members voting in person or by Limited Proxy ("Proxy") at the Annual Meeting vote to partially fund the reserves as reflected in the proposed Budget enclosed with this Notice.

If we fail to obtain a quorum for the Annual Meeting or the necessary vote to partially waive the reserves, the Board will be required to adopt the budget with full statutory reserves which may result in a significant increase in your maintenance assessment for the 2020 fiscal year.

Although we will not be conducting an election at the Annual Meeting, it is still important that you plan to attend the annual meeting. In order for the Annual Meeting to take place, the presence in person or by Proxy of persons entitled to cast at least majority of the votes of the members entitled to vote is necessary to establish a quorum in order for business to be conducted. Therefore, we are enclosing a Proxy for the purposed of establishing a quorum at the Annual Meeting and for voting on the issue of partially funding the Statutory reserves for the 2020 fiscal year. The enclosed Proxy is for the purpose of appointing another person to vote for you in the event that you are unable to attend the Annual Meeting. The enclosed Proxy must be signed by the designated voting member or the owner of the unit, as explained below. If you appoint a Proxy holder and later decide you will be able to attend the Annual Meeting in person, you may withdraw your Proxy when you register at the Annual Meeting.

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ADOPTION MEETING OF THE BOARD OF DIRECTORS OF
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INSTRUCTIONS FOR COMPLETING THE PROXY

1. **Unit Number**. Fill in your apartment number in the space provided on the Proxy.
2. **Designated Proxy Holder**. If you agree to appoint the Secretary of the Association as your Proxy holder, you need not enter a name in the blank space. If you wish to appoint a Proxy holder other than the Secretary of the Association, fill in the name of your designated Proxy holder in the space provided. **Please make sure that your designated holder will be attending the Annual Meeting.**
3. **Vote**. Vote "FOR" or" AGAINST" the partial wavier of statutory reserves by checking the appropriate box as indicated on the Proxy.
4. **Date**. Date of the Proxy
5. **Signature**. The Proxy should be signed only by the sole owner of the unit or by the Voting Member designated on the enclosed Voting Certificate for a Unit owned by more than one individual (excluding husbands, wives), a corporation or other legal entity. If a unit is owned jointly by a husband and wife either one may sign the Proxy.
6. **Deliver the Proxy**. Insert the Proxy and/or Voting Certificate, if required, in an envelope and mail or hand deliver it to the Association prior to the Annual Meeting to:

Diamond Group Management

Attn: Will Hernandez, Association Manager
7900 Oak Lane, Suite 400
Miami Lakes, FL 33016
Email: diamondgroupmg@gmail.com

You may also submit your Proxy and/or Voting Certificate, via email diamondgroupmg@gmail.com

Thank you for your assistance in conducting the affairs of the Association.

DATED this 4th day of November, 2019

NOTICE OF ANNUAL MEETING OF THE MEMBERS AND NOTICE OF BUDGET ADOPTION
MEETING OF THE BOARD OF DIRECTORS OF
HIALEAH CLUB VILLAS CONDOMINIUM ASSOCIATION, INC. ("ASSOCIATION")

NOTICE IS HEREBY GIVEN in accordance with the Association's By-Laws and sections 718.112, Florida Statutes that the Annual Meeting for the Association will be held on **Thursday, November 21st, 2019, at 7:00 p.m., at My Destiny Banquet Hall located on 1970 West 60 Street Hialeah FL 33012.** ("Annual Meeting") at the Annual Meeting the members will vote on the partial waiver of the statutory reserves for the Association's 2020 Budget.

NOTICE IS ALSO GIVEN in accordance with the Association's By-Laws and sections 718.112, Florida Statutes that the Budget Adoption Meeting of the Board of Directors ("Budget Meeting") will convened immediately following the Annual Meeting. The purpose of the Budget Meeting is for the members of the Board of Directors ("Board") to (1) elect officers, (2) to consider and vote on the adoption of the Association's Budget for the 2020 fiscal year commencing January 1st 2020, and conduct any other business which may legally be conducted at such meeting in accordance with the Agenda provided below. Enclosed please find a copy of the Proposed Budget for the 2020 fiscal year.

A. AGENDA FOR ANNUAL MEETING

1. Call to order.
2. Determining of a quorum of Members.
3. Proof of Notice of the Annual Meeting.
4. Reading or waiver of Minutes of previous Annual Meeting.
5. Unfinish Business, if any.
6. New Business, if any.
7. Vote of Members of the partial waiver of statutory reserves for the Association's 2020 Budget.
8. Adjournment.

B. AGENDA FOR BUDGET MEETING

1. Call to order.
2. Determination of a Quorum of Directors.
3. Election of Officers.
4. Consideration and vote on adoption of the proposed Budget for the 2020 fiscal year with partial or full statutory reserves as determined by the Members.
5. Adjournment.

HIALEAH CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.

By: Will Hernandez

Print Name: Will Hernandez

Title: Association Manager

Date this 4th day of November, 2019

CERTIFICATE OF APPOINTMENT OF VOTING MEMBER

To the secretary of **Hialeah Club Villas Condominium Association, INC. ("Association")**

This is to Certify that the undersigned, constituting all of the record Owners of the Apartment No _____ of Hialeah Club Villas Condominium have designated _____
(Name of the Voting Member)

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 memberships of the Association and for all other purposed provided by the Declaration of Condominium, Articles for Incorporation, and By-Laws of the Association.

The following examples illustrate the proper use of this Voting Certificate:

- A. Apartment owned by individuals who are not married- **A VOTING CERTIFICATE IS REQUIRED** designating one of the owners of the unit as the person entitled to vote.
- B. Apartment owned by a Corporation or other legal entity- **A VOTING CERTIFICATE IS REQUIRED** designating person entitled to vote, signed by the properly designated officer (s), partner (s) or principal (s) of the respective legal entity.
- C. Apartment owned by a sole owner- **NO VOTING CERTIFICATE IS REQUIRED.**
- D. Apartment owned by a husband and wife- **NO VOTING CERTIFICATE IS REQUIRED.**

This Voting Certificate shall revoke all prior Voting Certificates and be valid until revoked by a subsequent Voting Certificate.

Date the _____ day of _____, 2020

SIGNATURE FOR INDIVIDUALS OWNERS

By: _____
Print Name: _____

By: _____
Print Name: _____

SIGNATURE FOR CORPORATE OWNERS

Name of the Corporation: _____
By: _____ Attest: _____
Print Name: _____ Secretary

SIGNATURE FOR ENTITY OWNERS **Partnership, Trust or other entities**

Name of Entity: _____
By: _____
Print Name: _____
Title: _____

PLEASE NOTE THAT ANY APARTMENT OWNED JOINTLY BY MORE THAN ONE INDIVIDUAL (OTHER THAN HUSBAND AND WIFE) OR ANY APARTMENT OWNED BY A CORPORATION OR OTHER LEGAL ENTITY MUST FILE A VOTING CERTIFICATE BEFORE A MEMBERSHIP MEETING OR SUCH OWNER WILL NOT BE PERMITTED TO VOTE.