Instructions Relating to Landowners' Meeting of the Highland Trails Community Development District for the Election of Members of the Board of Supervisors

Date: **Monday, November 2, 2026**
Time: **6:00 p.m.**
Location: **Hilton Garden Inn**
26640 Silver Maple Parkway
Wesley Chape, Florida 33544

Pursuant to Chapter 190, Florida Statutes, and after a community development district (the "**District**") has been established and the landowners have held their initial election, there shall be subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors of the District (the "**Board**") every 2 years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner within the District may vote in person at the landowners' meeting or the landowner may nominate a proxy holder to vote in person at the meeting in place of the landowner. Landowners or proxy holders need to bring a government issued ID for verification purposes.

Whether in person or by proxy, each landowner shall be entitled to cast 1 vote per un-platted acre of land owned by him or her and located within the District, for each seat on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as 1 acre, entitling the landowner to 1 vote with respect thereto. Please note that a particular parcel of real property is entitled to only 1 vote for each eligible acre of land or fraction thereof; therefore, 2 or more people who own real property in common, that is 1 acre or less, are together entitled to only 1 vote for that real property**.** Platted lots shall be counted individually and entitled to 1 vote. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy.

At the landowners' meeting, the landowners will elect a chair to conduct the meeting. The meeting chair can be any person present at the meeting and does not need to be a landowner. If the meeting chair is a landowner or proxy holder of a landowner, they may also nominate candidates, make or second motions, and participate in the voting process. Candidates must be nominated and then shall be elected by a vote of the landowners. Mailed in ballots or proxies are not accepted because the landowners or proxy holders nominate candidates first for each seat in the election and then the ballots are casted. Furthermore, the District does not have the ability to verify the signatures of mailed in ballots or request clarification if there is an issue with any ballot or proxy.

This year, three (3) seat on the Board will be up for election by landowners. The 2 candidates receiving the highest number of votes will receive a 4-year term and the 1 candidate receiving the next highest number of votes will receive a 2-year term. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by 1 of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property, or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than 1 vote, each property must be listed and the number of un-platted acres of each property must be included. The signature on a proxy does not need to be notarized. Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.

Landowner Proxy

Highland Trails Community Development District
Landowners' Meeting – November 2, 2026

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (the "**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Highland Trails Community Development District to be held at the Hilton Garden Inn located at 26640 Silver Maple Parkway, Wesley Chapel, Florida 33544, and at any adjournments thereof, according to the number of un-platted acres of land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

_____	_____	_____
Printed Name of Legal Owner	Signature of Legal Owner	Date

Address/Legal/or Parcel ID #	**# of Un-platted Acreage/ or # of Platted Lots**	**Authorized Votes**
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES:

1. *Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as 1 acre entitling the landowner to 1 vote with respect thereto.*
2. *2 or more persons who own real property in common that is 1 acre or less are together entitled to only 1 vote for that real property.*
3. *If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).*
4. *Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.*

Official Ballot for Landowners

Highland Trails Community Development District

Landowners' Meeting – November 2, 2026

(Election of 3 Supervisors)

The undersigned certifies that he/she/it is a fee simple owner of land located within the Highland Trails Community Development District and described as follows:

Address/Legal/or Parcel ID #	**# of Un-platted Acreage/ or # of Platted Lots**	**Authorized Votes**
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax parcel identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

I do cast my votes as a Landowner as follows:

	Name of Candidate	**Number of Votes**
Seat 3	_____	_____
Seat 4	_____	_____
Seat 5	_____	_____

Date: _____ Signature: _____

Printed Name: _____

Official Ballot for Proxy Holders

Highland Trails Community Development District

Landowners' Meeting – November 2, 2026

(Election of 3 Supervisor)

The undersigned certifies that he/she/it is the proxy holder for fee simple owners of land located within the Highland Trails Community Development District and described in the attached proxies.

Information in the dotted line below is to be filled out by District Staff prior to being returned to the proxy holder for casting the ballot:

Total Number of Proxies _____

Total Number of Un-platted Acreage _____

Total Number of Platted Lots _____

Total Number of Authorized Votes _____

I do cast my votes, in my capacity as a proxy holder for certain Landowners, as follows:

	Name of Candidate	**Number of Votes**
Seat 3	_____	_____
Seat 4	_____	_____
Seat 5	_____	_____

Date: _____ Signature: _____

Printed Name: _____