



SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.

A Not-for-Profit Association

FINAL NOTICE TO ASSOCIATION MEMBERS OF ANNUAL MEMBERSHIP MEETING

The Annual Meeting of SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC. will be held at the following place, date and time:

Place of Meeting:	Seven Oaks Clubhouse The Gathering Room 2910 Sports Core Circle Wesley Chapel, FL 33544
Date of Meeting:	September 24, 2026
Time of Meeting:	6:00 pm-Meeting Registration 6:30 pm-Call to Order

The purpose of the Annual Meeting is to elect four (4) members to the Board of Directors for a two (2) year term, as well as any business as may properly come before the membership.

In connection with the election, a notice of intent was sent to all owners, asking people who were interested in serving on the Board to indicate this in writing. We have received Notice of Intent to Run from the following candidates:

Mark McBride

Enclosed is a ballot listing the above candidates. Votes for the election of Directors will be cast by written ballot in person or by mail. Proxies can be used and are valid for the election of Directors. A property owner may permit another person to vote his ballot if the property has not voted by ballot and has executed a valid proxy. The first item of business will be the election of the Directors. Nominations may be made from the floor, and you may write in the nomination(s) in the spaces provided on the ballot.

Enclosed is a **proxy** (to be completed, if necessary; see below for further details.). **The proxy is used by those who will not be attending the meeting. It needs to be completed and given to an owner that will be attending the meeting or returned using the enclosed envelope to help establish a quorum for the meeting. No business may be conducted at the meeting without first establishing a quorum.** The proxy must be signed by all owners. **Ten percent (10%) of the membership** (a "quorum") must be present, in person or by proxy at the meeting, in order for the business to be conducted, including the election of Directors. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a proxy**.

Again, a quorum of the association members must be present in person or by proxy, at the meeting, in order for the business to be conducted. It is therefore **VERY IMPORTANT** that you either attend or provide a proxy in order for the association's business to be conducted.

Please email your proxy to **jphilbeck@associagulfcoast.com** or mail your proxy and ballot to

SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.
c/o Associa Gulf Coast, Inc.
2910 Sports Core Circle
Wesley Chapel, FL 33544

The Annual Meeting & Board Election of the SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC. will be held on September 24, 2026 at 6:30 pm at Seven Oaks Clubhouse The Gathering Room 2910 Sports Core Circle Wesley Chapel, FL 33544. Registration begins at 6:00 PM

NOTE: An organizational meeting of the Board of Directors will be held immediately after the adjournment of the Annual Meeting for the purpose of electing officers.

Sincerely,

Jeannie Philbeck

Jeannie Philbeck, LCAM
Community Association Manager
As Agent for SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.

Enclosures: Agenda
 Ballot
 Ballot Instructions
 Ballot Envelopes
 General/Limited Proxy
 NOI
 Candidate Informational Sheet
 Proxy Envelope

SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.

ANNUAL MEMBERSHIP MEETING

Date: September 24, 2026

Meeting Registration: 6:00 P.M.

Call to Order: 6:30 P.M.

Location:

Seven Oaks Clubhouse
The Gathering Room
2910 Sports Core Circle
Wesley Chapel, FL 33544

A G E N D A

- I. Call Meeting to Order
- II. Establish Quorum
- III. Proof of Notice
- IV. Appointment of Election Inspectors
- V. Collection of Uncast Ballots
- VI. Reading and Approval of Prior Meeting Minutes (if any)
- VII. Unfinished Business
- VIII. New Business
 - A. Announcement Results of Election
 - B. Vote on Carry Over
- IX. Adjournment

Note: Board of Directors Organizational Meeting will be held immediately after the Annual Meeting.

**SEVEN OAKS PROPERTY OWNERS' ASSOCIATION INC.
BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

TO BE HELD IMMEDIATELY AFTER THE ANNUAL MEETING

A G E N D A

- I. Call Meeting to Order
- II. Establish Quorum
- III. Approval of Prior Minutes (if any)
- IV. Unfinished Business
- V. New Business
 - A. Nomination of Officers
 - B. Annual Calendar Scheduling
- VI. Adjournment

SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.

BALLOT

Board of Directors Election

(Please Check $\checkmark$ no more than one (1) of the Following Candidates)

- ☐ Mark McBride
- ☐ _____
- ☐ _____
- ☐ _____

DATED this _____ day of _____, YEAR.



Seven Oaks Property Owners Association

A Corporation Not-for-Profit

INSTRUCTIONS FOR COMPLETING ELECTION BALLOT

Eligible members of the association are entitled to vote up to and including the day of the election by returning the enclosed ballot/proxy to the Association or bringing it to the annual meeting. An association Member wishing to vote must use the enclosed ballot and comply with the following instructions or complete a proxy form allowing a proxyholder to vote in their absence:

1. Mark the ballot for the four (4) candidates of the voter's choice by placing a check after the name. No changes are allowed after the ballot is submitted.
2. Do not place any identifying marks such as the voter's name or unit number on the ballot.
3. Fold the completed ballot and place inside the envelope marked BALLOT and seal.
4. Sign the BALLOT envelope on the line indicated and fill in your address.
5. Place the Ballot envelope inside the white self-addressed envelope.
6. Once you have filled out your proxy, place it in the white self-addressed envelope, place first class postage on the envelope and mail, drop it at the office, or bring it to the annual meeting.
7. The BALLOT envelope containing the ballot will be opened at the annual meeting where the votes will be counted.

**SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.
LIMITED PROXY FORM**

The undersigned owners, or their voting representative, of (address) _____ in **SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.** hereby constitute and appoint the Secretary of the Association, his designee, or - _____ as nominee and proxy with powers of substitution for and in the name and place of the undersigned, to appear, represent, and cast votes only as I specifically instruct, in reference to the following matters to come before the **Annual Members Meeting** of **SEVEN OAKS PROPERTY OWNERS' ASSOCIATION INC.** to be held on **September 24, 2026 at 6:30 P.M. at SEVEN OAKS Clubhouse Gathering Room 2910 Sports Core Circle, Wesley Chapel, FL 33544.**

LIMITED PROXY - 70-604 TAX RESOLUTION

Pursuant to IRS Revenue Ruling 70-604, any excess member income may be applied to the following year's assessments as determined by the Association's tax preparer.

☐ **FOR** ☐ **AGAINST** ☐ **ABSTAIN**

**ADDITIONAL ELECTION PROXY AUTHORITY
ELECTION OF DIRECTORS**

The undersigned understands that the election of directors is conducted by ballot. If the undersigned has **already submitted a valid ballot**, this proxy shall not be used to cast a vote in the election.

If the undersigned **has not submitted a ballot prior to the meeting**, the proxy holder named herein is authorized to obtain and cast an election ballot on behalf of the undersigned for the election of directors.

☐ **General Election Proxy:** I authorize my proxy holder to vote my election ballot in his/her discretion.

☐ **No Election Proxy:** I do not authorize my proxy holder to vote in the election of directors on my behalf.

In the event a ballot previously submitted by the undersigned is received by the Association prior to the election, that ballot shall control and any authority granted under this Election Proxy section shall be automatically void.

GENERAL CONDITIONS:

- 1) This Limited Proxy is valid only for the meeting date listed above and any lawful adjournment thereof.
- 2) This Limited Proxy is revocable at any time before it is exercised by delivering written notice to the Association or by attending the meeting and voting in person.
- 3) If no box is checked above, this Limited Proxy will be used for quorum only and will not be voted on this item.
- 4) Election of Directors: . Any authority granted under the Election of Directors section shall only be exercised if a valid election ballot has not already been submitted by the owner. If a ballot has been submitted, the ballot shall supersede this proxy with respect to the election of directors.

The undersigned has ratified and confirmed any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation of it and revoke all prior proxies previously executed. *Only one signature is required from an Owner authorized to cast the voting interest for the parcel, unless Association records require otherwise.*

Owner's Name (print)

Owner's Name (print)

Owner's Signature

Owner's Signature

Date

Address

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate to substitute for me in the proxy set forth above.

Dated: _____

Signature of Proxy Holder

PROXY HOLDER – *This proxy is revocable by the owner/member 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.*

Please email your proxy to **jphilbeck@associagulfcoast.com** or mail your proxy and ballot to:
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c/o Associa Gulf Coast, Inc.
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