**UNION PARK MASTER HOMEOWNERS ASSOCIATION**

**c/o Artemis Lifestyles**

**1631 E. Vine Street Suite 300 Kissimmee, Florida 33744**

September 10, 2020

Enclosed, please find the Notices for the 2021 Board Budget Meeting and 2020 Annual Meeting of the Association which will include the election of two (2) homeowner Directors to the Board of Directors.

Due to governmental restrictions imposed to prevent the spread of Covid 19, particularly the limitation on public gatherings to 50 people or less, pursuant to the Florida Governor’s Executive Order #20-139 dated 6/5/2020, we are encouraging all homeowners to return the enclosed proxy if possible in lieu of attending the meeting in person to assure quorum can be attained and Directors elected.

Thank you in advance for taking time to review the enclosed materials and completing and returning the appropriate documents. If you are a record owner and would like to run for the Board of Directors, please also complete and return the enclosed “Intent to be Candidate” form, and, if you would like, you may also submit a 1 page 8 ½” X 11” Resume or information sheet which will be made available to members at check-in the night of the meeting.

Please mail them to:

**Union Park Master Homeowners Association, Inc.**

**c/o Artemis Management Attn: Lori Dann**

**802 East Whiting Street, Suite 149**

**Tampa, Florida 33602**

**UNION PARK MASTER HOMEOWNERS ASSOCIATION, INC.**

**c/o Artemis Lifestyles, LLC**

**1631 E. Vine Street Suite 300 Kissimmee, Florida 34744**

**NOTICE OF BUDGET MEETING OF THE BOARD OF DIRECTORS**

Notice is hereby given pursuant to Florida Statute Chapter 720 and the governing documents for Union Park Master Homeowners Association of the 2021 Budget Meeting of the Board of Directors:

**DATE:** **Thursday October 8, 2020**

**TIME: 3:30 PM**

**PLACE:** **Sheraton Tampa Brandon, 10221 Princess Palm Avenue Tampa, Florida 33610**

**AGENDA**

1. Call to Order
2. Roll Call
3. Establishment of Quorum
4. Proof of Mailing of Notice
5. Approval of Minutes of the Last Meeting
6. Treasurers Report
7. Unfinished Business
8. New Business
9. 2021 Budget discussion and adoption of 2021 Operating Budget
10. Developer’s Annual Election to Deficit Fund or Pay Assessments
11. Accountant Engagement Letter approval for 2020 taxes and year end work
12. Other New Business
13. Adjournment

Angela Lynch

Angela Lynch, Community Manager Dated 9/17/20

On behalf of the Board of Directors

**NOTICE OF ANNUAL MEETING OF THE MEMBERS OF**

**UNION PARK MASTER HOMEOWNERS ASSOCIATION**

**TO ALL MEMBERS**:

**On Thursday, October 8, 2020, immediately following the 2021 Budget Meeting of the Board held at 3:30 P.M., at** **The Sheraton Tampa Brandon 10221 Princess Palm Avenue Tampa, Florida 33610**, the Annual Meeting of the Members of Union Park Master Homeowners Association, Inc. (the “Association”) will be held for the purpose of electing one (1) Class “A” Member Director and transacting such other business of the Association as may lawfully be conducted.

**At least ten percent (10%) of the Association’s members who are entitled to vote** (a "quorum") must be present, in person or by proxy, at the Annual Meeting, in order for business to be conducted. It is therefore VERY IMPORTANT that you either attend in person or provide a proxy for the Agenda Meeting.

The Agenda for the Special Meeting is as follows:

1. Call to Order – Certifying Quorum

2. Proof of Notice of Meeting

3. Approval of Unapproved Minutes of previous member’s meeting(s)

4. Reports of Officers

6. Nomination for Directors from the floor

7. Appointment of Inspectors of Election

8. Election of Director

9. Unfinished Business

10. New Business

a. Appointment of Four (4) Developer Directors

11. Announcement of Results

12. Adjournment

Again, please be sure to attend the Annual Meeting or send in your proxy. Thank you for your assistance in conducting the business of your Association.

**VOTING BY PROXY**

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about PROXIES:

1. A **proxy** is for the purpose of appointing **another person** to vote for you in the event that you might not be able to attend the meeting. It must be signed by all owners of the lot. If you intend to vote for Directors and do not attend the Annual Meeting, **you must vote by proxy**. A proxy is not valid for a period longer than ninety (90) days after the date of the first meeting for which it is issued.

2. The proxy should be submitted to the Association **prior to the scheduled time of the Annual Meeting**. It can be hand-delivered, either by you or your proxy, or mailed to the Association at: **Union Park Master Homeowners Association, Inc., c/o Artemis Management Attn: Lori Dann, 802 East Whiting Street, Suite 149, Tampa, Florida 33602**. It is encouraged that the proxy besubmitted as long before the Annual Meeting as possible, in order to avoid delay in registration.

3. If you appoint a proxy 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.

4. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It may also be **assigned** (substituted) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unable to attend the Annual Meeting.

5. A **proxy form**, is enclosed with this notice for your use, if needed.

**NOTICE OF ORGANIZATIONAL BOARD MEETING**

Immediately following the Annual Meeting of the Members of the **Union Park Master Homeowners Association, Inc. to be held on Thursday, October 8, 2020 at 3:30 P.M.**, at **The Sheraton Tampa Brandon 10221 Princess Palm Avenue Tampa, Florida 33610**, an Organizational Meeting of the Association’s Board of Directors will be held for the purpose of electing officers of the Association and such other lawful business of the Association that may be conducted.

The agenda for the Board Meeting is as follows:

a. Certifying quorum – Call to Order

b. Proof of Notice Meeting

c. Appointment of Director(s) if necessary

d. Election of Officers

g. New Business

a. MRTA Consideration

b. Other New Business

h. Adjournment

**Angela Lynch**

Angela Lynch, Community Association Manager Dated: September 17, 2020

By Order of the Board of Directors

**AFFIDAVIT OF MAILING AND POSTING OF NOTICE TO LOT OWNERS**

STATE OF FLORIDA COUNTY OF OSCEOLA

BEFORE ME, personally appeared\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), who after being duly sworn, deposes and says that notices of the 2021Board Budget Meeting, Annual Meeting of the Membership and Organizational Board Meeting of **Union Park Master Homeowners Association, Inc. to be held on Thursday, October 8, 2020 at 3:30 P.M., at The Sheraton Tampa Brandon 10221 Princess Palm Avenue Tampa, Florida 33610** mailed or hand delivered in accordance with Chapter 720 of the Florida Statutes and the Association’s governing documents. The notice (copy attached) was mailed or hand delivered to each lot owner at the address last furnished to the Association, as such address appears on the books of the Association. The notice was also posted in a conspicuous place in the community.

**Union Park Master**

**Homeowners Association, Inc.**

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The foregoing instrument was sworn to (or affirmed) and subscribed before me this \_\_\_\_\_\_ day of September 2020, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), as (title) of ***Union Park Master Homeowners Association, Inc***., a Florida not for profit corporation, on behalf of the corporation. He/She is personally known to me or who has produced (type of identification)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as identification.

NOTARY SEAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public, State of Florida

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIMITED PROXY**

The undersigned owner(s) or designated voter of the Lot located at the following street address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the Union Park Master subdivision, hereby appoints:

(Check one)

\_\_\_\_\_\_ a) Association Secretary, on behalf of the Board of Directors, or

b) (if you check (b), please write in the name of your proxy) as my proxyholder\*

to attend the annual meeting of the members of **Union Park Master Homeowners Association, Inc. to be held on Thursday, October 8, 2020 at 3:30 P.M.**, at **The Sheraton Tampa Brandon 10221 Princess Palm Avenue Tampa, Florida 33610.**

The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution.

Dated: , 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF OWNER OR DESIGNATED VOTER**

\*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, is an appointment of the Secretary of the Association as your proxyholder.

**DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.**

**SUBSTITUTION OF PROXY**

The undersigned, appointed as proxy above, does hereby designate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to substitute for me in the proxy set forth above.

Dated: , 2020. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PROXYHOLDER SIGNATURE**

THIS PROXY IS REVOCABLE BY THE UNIT OWNER 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.

**UNION PARK MASTER**

**HOMEOWNERS ASSOCIATION**

**SELF-NOMINATION FORM**

I, (print name) \_\_\_\_\_\_\_ , hereby place my name in nomination as a candidate for the Board of Directors in the election to be held at the Annual Meeting of the Membership on Thursday October 8, 2020 immediately following the 2021 Budget Meeting of the Board at 3:30pm.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_

I am\_\_\_\_\_\_\_ , I am not\_\_\_\_\_\_\_ , enclosing a personal information sheet along with my Intent form.

PLEASE NOTE: UNDER THE AMENDED PROVISIONS OF CHAPTER 720, FLORIDA STATUTES,

**YOU WILL NOT BE ELIGIBLE FOR BOARD MEMBERSHIP IF ANY OF THE FOLLOWING APPLY:**

1. **YOU ARE MORE THAN 90 DAYS DELINQUENT IN THE PAYMENT OF ANY FEE, FINE, SPECIAL OR REGULAR ASSESSMENT, OR OTHER MONETARY OBLIGATION DUE THE ASSOCIATION.**

**OR**

1. **YOU WERE CONVICTED OF A FELONY IN FLORIDA OR CONVICTED OF AN OFFENSE IN ANOTHER JURISDICTION THAT WOULD BE CONSIDERED A FELONY IN FLORIDA (UNLESS YOUR CIVIL RIGHTS HAVE BEEN RESTORED FOR AT LEAST FIVE YEARS.**

**CERTIFICATE OF APPOINTMENT**

**OF VOTING REPRESENTATIVE**

To the Board of Directors of Union Park Master Homeowners Association, Inc. (the “Association”):

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of the Lot located at (print address) in the **Union Park Master subdivision**, have designated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Voting Representative)

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 membership of the Association and for all other purposes provided by the Declaration and the Articles of Incorporation of the Association.

The following examples illustrate the proper use of this Certificate:

(i) Lot owned by John Doe and his brother, Jim Doe. Voting Certificate not required, but if one is submitted it must designate either John or Jim as the Voting Representative (NOT A THIRD PERSON).

(ii) Lot owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote, signed by President or Vice-President of the corporation and attested by Secretary or Assistant Secretary of the corporation.

(iii) Lot owned by John Jones. No Voting Certificate required.

(iv) Lot owned by Bill and Mary Doe, husband and wife. Voting Certificate is not required, but if one is submitted it must designate either Bill or Mary as the voting representative. NOT A THIRD PERSON.

This Certificate is made pursuant to the Declaration and the Articles of Incorporation and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED , 2020

OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: This form is not a Proxy and should not be used as such. Please be sure to designate one of the joint owners of the Lot as the Voting Representative, not a third person.**

October 8, 2020

Board of Directors

Union Park Master Homeowners Association Inc.

c/o Artemis Lifestyles, LLC

1631 E. Vine Street Suite 300

Kissimmee, Florida 34744

Dear Board of Directors;

Pursuant to Florida Statute 720 and the governing documents of Union Park Master Homeowners Association, Inc., more specifically the Association’s Declaration of Covenants Article VI Covenant for Maintenance Assessments Section 11, the declarant, Goldenranch Property, LLC elects to exercise its right to be exempt from the payment of its share of the common expenses and to deficit fund any shortfall in the annual operating budget for fiscal year 2021 in accordance with the provisions of the section.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative (Print Name)

Goldenranch Property, LLC

October 8, 2020

Union Park Master Homeowners Association Inc.

c/o Artemis Lifestyles, LLC

1631 E. Vine Street Suite 300

Kissimmee, Florida 34744

Dear Sirs;

Pursuant to Florida Statute 720 and the governing documents of Union Park Master Homeowners Association, Inc., more specifically the Association’s Articles of Incorporation Article VII, Bylaws Article V Section 1, the declarant, Godenranch Property, LLC hereby appoints the following members to the Board of Directors for 2020-2021 at the Annual Meeting of the Membership held on October 8, 2020:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative (Print Name)

Goldenranch Property, LLC