



Association Services of Florida

**FIRST NOTICE OF ANNUAL MEETING, BOARD ELECTION AND  
PROCEDURE FOR QUALIFYING FOR THE BOARD OF DIRECTORS OF  
WESTCHESTER COUNTRY CLUB HOMEOWNERS ASSOCIATION, INC.**

October 25, 2018

To All Members:

Please be advised that the Annual Meeting of the Association for the purpose of electing Directors and such other business as may lawfully be conducted will be held:

**DATE: Wednesday, January 23, 2019**  
**TIME: Sign in at 6:30 PM / Meeting at 7:00 PM**  
**PLACE: Westchester Country Club**  
**Pool Pavilion**  
**12241 Fairway Pines Drive**  
**Boynton Beach, FL 33437**

Subsequent to this "First Notice", you will receive a "Second Notice of Annual Meeting", which will specify the agenda and advice of other important information concerning the Annual Meeting. The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and Election and to inform you of the process of qualifying for the Board.

**QUALIFYING FOR THE BOARD**

A minimum of forty (40) days prior to the meeting, on or before 12:00 midnight on:

**Friday, December 14th, 2018**

You must give written notice either by mail, e-mail [admin@associaflorida.com](mailto:admin@associaflorida.com) or in person, to the Association of your intent to run for the Board, addressed to the Association's mailing address:

**Westchester Country Club Homeowners Association, Inc.**

**C/O ASF, 10112 USA Today Way**  
**Miramar, FL 33025-3903**

Please note that it is the position of the Division of Condominiums, Timeshares & Mobile Homes (the "Division") that you must submit a "Candidate Certification Form" attesting to your reading and understanding of the governing documents, condominium laws and governmental agency regulations. Candidate Certification Forms must be used for this purpose and must be submitted to the Association within ninety (90) days of being elected to the Board. This form will be provided at the Annual Meeting. Please note that all newly elected Board members will be required to take a condominium Board Certification course and will be required to submit the form documenting completion of this course.

You may also submit an Information Sheet, no larger than 8-1/2" x 11" (one side only) in legible form ready for reproduction, containing your qualifications and/or platform for office. This information form must be submitted to the Association a minimum of thirty-five (35) days prior to the meeting, on or before midnight on:

**Wednesday, December 19, 2018**

The Information Sheets, Certification Forms and a ballot listing all candidates will be mailed to voting members with the Second Notice of Annual Meeting not less than **fourteen (14)** days prior to the date of the Annual Meeting. A voting certificate is being provided to determine who the voting representative will be for your unit if your unit is owned by more than one person or a corporation. Please note the following information:

10112 USA Today Way, Miramar, Florida 33025 Telephone 954.922.3514 Toll Free 800.714.3514 Fax 954.922-9199



**Association Services of Florida**

**INSTRUCTIONS:** This General Proxy can be used for the purpose of reaching a quorum to conduct the Association's Annual Meeting and must be completed and filed with the Secretary of the Association or Management Company if you have any doubt about attending the meeting.

**GENERAL PROXY**  
**WESTCHESTER COUNTRY CLUB HOMEOWNERS ASSOC., INC.**

The undersigned hereby appoints \_\_\_\_\_ as my proxy, with full powers of substitution, for all matters to come before the meeting or any adjournment thereof, for the above Association to be held:

**DATE: Wednesday, January 23, 2019**  
**TIME: Sign in at 6:30 PM / Meeting at 7:00 PM**  
**PLACE: Pool Pavilion**  
**12241 Fairway Pines Drive**  
**Boynton Beach, FL 33437**

**NOTE:** Should you fail to designate a specific proxy holder above, it will be presumed that you wish for the Secretary of the Association to serve as your proxy holder.

I hereby certify that I am the person authorized to execute this Proxy for and on behalf of the owners of the aforesaid unit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Unit # / Address

Signature of Designated Voter or  
Signature of all Unit Owner(s)

Print Signature of Designated Voter or  
Print Signature of all Unit Owner(s)

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

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

***SUBSTITUTION OF PROXY - DO NOT COMPLETE THIS SECTION***

This section is only to be filled in by the Proxy Holder should they wish to appoint a Substitute Proxy Holder. The undersigned, who is named on the above proxy, does hereby designate \_\_\_\_\_ to act as Substitute Proxy as set forth above.

Dated: \_\_\_\_\_, 20\_\_ Proxy Holder Signature: \_\_\_\_\_



**Associa®**  
Association Services of Florida

**INSTRUCTIONS:** This Voting Certificate must be completed only if the unit is owned by a corporation, a partnership, or more than one owner (other than husband and wife).

**VOTING DESIGNATION CERTIFICATE**

**WESTCHESTER COUNTRY CLUB HOMEOWNERS ASSOC., INC.**

Dated: \_\_\_\_\_

The undersigned state that they are the owners of (Address/Unit Number)

\_\_\_\_\_ of the above Association.

Pursuant to the Documents of the aforementioned, the undersigned do Hereby designate the following person as voting member for the aforementioned Parcel:

\_\_\_\_\_  
(Insert name of one Unit Owner Only)

**ALL OWNERS OF THE UNIT  
MUST SIGN HERE:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

October 25, 2018

**WESTCHESTER COUNTRY CLUB HOMEOWNERS ASSOC., INC.**  
FIRST NOTICE ANNUAL MEETING  
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**VOTING CERTIFICATE INSTRUCTIONS**

A Voting Certificate is provided to determine who the voting representative will be for your unit if your unit is owned by more than one person (other than husband and wife), a corporation, or a partnership. Please note the following information about Voting Certificates.

1. A Voting Certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (other than husband and wife), a corporation, or a partnership. A Voting Certificate is **not** needed if only one person owned the unit.
2. If unit is owned by more than one person (other than husband and wife) the Voting Certificate must be signed by all of the owners of the unit or the appropriate corporate officer.
3. A Voting Certificate is NOT A PROXY OR A BALLOT and may not be used as such. Only an owner or the appropriate corporate officer may be named on a Voting Certificate, not a third party.

Please return the Voting Certificate, if required, (along with your Notice of Intent to be a Candidate, Candidate Certification form, and Information Sheet if you wish to run for the Board of Directors) By e-mail [admin@associaflorida.com](mailto:admin@associaflorida.com) or by mail to:

**WESTCHESTER COUNTRY CLUB HOMEOWNERS ASSOC., INC**  
C/O ASF, 10112 USA Today Way  
Miramar, FL 33025-3903

Thank you.

**ASSOCIATION SERVICES OF FLORIDA**  
An Associa member company  
As Managing Agent for:  
**WESTCHESTER HOMEOWNERS ASSOC., INC**