

**RE: SECOND NOTICE OF ELECTION FOR THE BOARD OF DIRECTORS AND ANNUAL MEETING OF GROVE ISLE CONDOMINIUM ASSOCIATION, INC. ("Association")**

Dear Unit Owner(s):

The Annual Meeting of the Association will be held on **Tuesday, December 2, 2014 at 7:00 p.m.** in the Grove Isle Club located at Four Grove Isle Drive, Coconut Grove, Florida 33133. **Registration and sign-in for the Annual Meeting will commence at 6:00 p.m. Please commence registering at 6:00 p.m. so that the Annual Meeting may commence promptly at 7:00 p.m.**

**ELECTION OF DIRECTORS FROM BUILDINGS II AND III**

At the Annual Meeting, the unit owners shall be electing three (3) persons to the Board of Directors from Buildings II and III. As there were only three (3) candidates for the three (3) positions to the Board of Directors from Building I, the following individuals will automatically fill the three (3) Directors' positions from Building I: Paul G. Fletcher, Edgar Lewis and Martin E. Liebling. In accordance with the provisions of Chapter 718, Florida Statutes (the "Condominium Act"), the Election for Directors shall be by written Ballots and no Proxies may be used in connection with the Election. While a quorum of members is not required in order for the Election to be conducted, at least twenty percent (20%) of the eligible voters must cast votes in order to have a valid election.

**USE OF PROXY TO ESTABLISH A QUORUM**

Although a quorum is not required for the Election of Directors, in order for the Annual Meeting to take place, the presence in person or by Proxy of one third (1/3) of the votes of the entire Membership is necessary to establish a quorum in order for business to be conducted. Although Proxies are not permitted for voting on Directors, the Condominium Act permits the use of a Proxy for the purpose of establishing a quorum and for voting on limited matters. Therefore, we are enclosing a Proxy for the purpose of establishing a quorum.

**DESIGNATION OF VOTING MEMBER**

The Proxy should be signed by the designated Voting Member for the unit. The enclosed Certificate of Appointment of a Voting Member ("Voting Certificate") is for the purpose of establishing the party who is authorized to vote for a unit owned by more than one person or a corporation or other legal entity. A Voting Certificate is not needed if the unit is owned by only one person. If a husband and wife do not designate one of them as the Voting Member, either one may sign the Proxy. A Voting Certificate is not a Proxy and may not be used as such. A Voting Certificate must be signed by all of the owners of the unit or the appropriate corporate officer or by the individual having the authority to sign for a non-corporate entity owner. Please review the instructions set forth on the Voting Certificate. If you have previously filed a Voting Certificate and do not wish to change the Voting Member for your unit it is not necessary to file a new Voting Certificate.

**INSTRUCTIONS FOR COMPLETING THE PROXY**

1. Unit and Building Number. Fill in your unit and Building number in the spaces provided on the Proxy.

2. Designate Proxy holder. Fill in the name of your designated proxy holder in the space provided on the Proxy. (Please verify that your proxy holder will be attending the Annual Meeting). **IF YOU FAIL TO DESIGNATE A PROXY HOLDER, THE SECRETARY OF THE ASSOCIATION SHALL BE DEEMED TO BE YOUR PROXYHOLDER FOR THE PURPOSE OF ACHIEVING A QUORUM.**
3. Date. Date the Proxy.
4. Signature. The Designated Voting Member or the owner(s) of the unit should sign the Proxy. If a husband and wife own the unit jointly and have not designated a Voting Member, either one may sign the Proxy.
5. Deliver the Proxy. Insert the Proxy and the Voting Certificate, if required, in the self-addressed envelope marked "PROXY AND/OR VOTING CERTIFICATE REPLY ENVELOPE" and mail or hand deliver it to the Association prior to the Annual Meeting.

The Condominium Act provides that the Board of Directors shall be elected by written Ballot. Enclosed please find a Ballot with an alphabetical list of the candidates for the Directors' positions for Buildings II and III. In addition, enclosed please find information sheets submitted by the candidates describing their qualifications.

#### **INSTRUCTIONS FOR COMPLETING THE BALLOT**

1. Place an "X" in the boxes on the Ballot next to the names of the candidates you wish to elect to the Board of Directors. **DO NOT VOTE FOR MORE THAN THREE (3) CANDIDATES FROM BUILDING II AND THREE (3) CANDIDATES FROM BUILDING III OR YOUR BALLOT WILL BE VOID.**
2. The completed Ballot must be inserted into the smaller envelope marked "Secret Ballot Only" and the envelope must be sealed. **DO NOT INSERT MORE THAN ONE BALLOT PER ENVELOPE. DO NOT SIGN THE BALLOT.**
3. Any owner entitled to vote for more than one unit must execute a separate Ballot for each vote cast and should place each Ballot in a separate Secret Ballot Only envelope and a separate Ballot Reply Envelope.
4. Insert the sealed smaller envelope marked "Secret Ballot Only" in the larger self-addressed Ballot Reply Envelope and seal the larger Ballot Reply Envelope.
5. The designated Voting Member or the owner(s) of the unit should sign and print their name(s) and fill in their unit and Building number in the spaces provided on the larger Ballot Reply Envelope. If a husband and wife own the unit jointly and have not designated a Voting Member, either one may sign and print their name on the Ballot Reply Envelope.
6. Mail or hand deliver the larger self-addressed Ballot Reply Envelope containing the smaller envelope marked "Secret Ballot Only" to the Association prior to the Annual Meeting.

7. Do not submit your Ballot in the envelope marked Proxy and/or Voting Certificate Reply Envelope or your Ballot will be void.
8. In accordance with the Condominium Act, upon receipt by the Association, no Ballot may be rescinded or changed.

A FAILURE TO COMPLY WITH THE INSTRUCTIONS SET FORTH ABOVE MAY RESULT IN YOUR BALLOT BEING INVALIDATED. PLEASE REMEMBER:

- A. THE PROXY AND VOTING CERTIFICATE ARE TO BE PLACED IN THE SELF-ADDRESSED ENVELOPE MARKED "PROXY AND/OR VOTING CERTIFICATE REPLY ENVELOPE".
- B. THE BALLOT IS TO BE PLACED IN THE SMALL ENVELOPE MARKED "SECRET BALLOT ONLY" AND THEN THE SMALL ENVELOPE MARKED "SECRET BALLOT ONLY" IS TO BE PLACED IN THE LARGER SELF-ADDRESSED BALLOT REPLY ENVELOPE WHICH CONTAINS SPACES TO FILL IN YOUR UNIT AND BUILDING NUMBER AND TO PRINT AND SIGN YOUR NAME(S).

If you should have any questions regarding these procedures, please contact the Association's Management Office at (305) 858-1207.

THE BOARD OF DIRECTORS

DATED this    day of November, 2014.