

**OAK FOREST VILLAS  
CONDOMINIUM ASSOCIATION, INC.**

*c/o Miller Management Services, Inc.*

*2848 Proctor Road, Sarasota, Florida 34231*

*Office-941/923-5811      Fax-941/923-5036      [Email-millermgt@mindspring.com](mailto:Email-millermgt@mindspring.com)*

November 14, 2025

TO: All Owners  
Oak Forest Villas Condominium Association, Inc.

RE: 2026 Annual Meeting Notice  
1<sup>st</sup> Notice of Date of Election

Dear Unit Owner,

Enclosed please find the notice of the annual membership meeting which will be held **on Thursday, January 15, 2026, at 6:00 p.m. at the Oak Forest Clubhouse, 4794 Oak Forest Drive West, Sarasota, Florida.** Also enclosed is a First Notice of Date of Election, Intent to Run Candidate form, certificate of appointment, agenda, general proxy, and a self-addressed return envelope.

Oak Forest Villas is following the required procedure under Chapter 718 for the Election providing this 60-day notice of the Annual Meeting and date of Election giving all unit owners a chance to run for the Board of Directors.

So that we assure the quorum requirement for the meeting is met, if you are not voting electronically, please complete the proxy, sign, and return it in the enclosed self-addressed envelope not later than the start of the meeting or by received by January 14, 2026 if mailed, faxed or hand-delivered to the management office. The proxy will only be for quorum purposes. (Voting is by ballot.)

After the adjournment of the Annual Meeting & Election, there will be a Board of Directors meeting immediately following the Annual Meeting of the Members in order to elect officers and conduct any other needed business of the Association.

Thank you for your cooperation and if you have any questions regarding the enclosed package, please contact me at 941/923-5811.

Sincerely,

MILLER MANAGEMENT SERVICES, INC.

Michael W. Miller  
Community Association Manager

Enclosures

# **OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **NOTICE OF ANNUAL MEETING**

TO ALL MEMBERS:

On **Thursday, January 15, 2026, at 6:00 p.m. at the Oak Forest Villas Clubhouse, 4794 Oak Forest Drive West, Sarasota, Florida**, the Annual Meeting of the Oak Forest Villas Condominium Association, Inc. (Association) will be held for the purpose of conducting the business of the Association.

A majority of all Association members (a "quorum") must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted; provided however, a quorum is not necessary for the Election of directors. It is very important that you either attend the meeting or provide a proxy.

### **SEE ENCLOSED MEETING AGENDA**

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 and/or to establish a quorum. It must be signed by all owners of the unit or the one among them that they designated on a voting certificate. It cannot be used as a ballot to vote in elections.
- 2) The proxy should be submitted to the Association Secretary prior to the scheduled time of the meeting. It can be mailed to the Association or hand-delivered, either by you or your proxy. It is encouraged that the proxy be submitted as long before the 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 meeting in person, you may withdraw your proxy when you register at the 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 meeting.
- 5) A proxy form, meeting the requirements of the law, is enclosed with this notice for your use, if needed. **This will be used to establish a quorum. A proxy may not be used to vote for elections.**

Again, please be sure to mail in your proxy or attend the Annual Meeting.

DATED: **November 14, 2025**

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Michael W. Miller  
Community Association Manager

FIRST NOTICE OF DATE OF ELECTION

OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.

TO ALL MEMBERS:

On **Thursday, January 15, 2026, at 6:00 p.m. at the Oak Forest Villas Clubhouse, 4794 Oak Forest Drive West, Sarasota, Florida**, there will be an Election of directors for the Oak Forest Villas Condominium Association, Inc., (Association).

This First Notice is to advise you of the procedures for (1) becoming a candidate for Election to the board of directors, and (2) the selection of a voting representative for your unit.

**ELECTION OF DIRECTORS**

As a member of the Association, you may wish to submit your name as a candidate for Election to the Board of Directors. To do so, please accomplish the following:

1. To be **RECEIVED** no later than Saturday, **December 6, 2025**, mail or hand deliver to Sharon Morgan, Secretary or Linda Bardach, President of the Association, at Miller Management, 2848 Proctor Road, Sarasota, Florida, the enclosed written notice indicating that you desire to be a candidate for the board. There is no need to obtain a "second" for your candidacy. Miller Management has a slot in the door you may use.

2. You may at your option submit with the written notice an information sheet about yourself. You will be responsible for the accuracy of all statements. The information sheet shall be on one side of an 8-1/2 inch by 11-inch piece of paper. The Association shall, at its expense, reproduce and mail the information sheet with a ballot to the members of the Association. Ballots and the information sheet will be mailed to voting members prior to the date of Election.

**VOTING CERTIFICATE**

A voting certificate is being provided to allow you to designate who the voting representative will be for your unit if your unit is owned by more than one person, a corporation, partnership, or a trust. 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 (even if husband and wife) or a corporation, partnership or trust. A voting certificate is **not** needed if the unit is owned by only one person **OR IF YOU HAVE PREVIOUSLY SUBMITTED ONE AND WILL NOT BE MAKING A CHANGE.**
- 2) A voting certificate is not a proxy and may not be used as such. Only an owner or the appropriate corporate officer, partner, or trustee **OF THE UNIT** may be named on a voting certificate, not a third party.
- 3) A voting certificate must be signed by all of the owners of the unit or the appropriate corporate officer, general partner, or trustee.
- 4) A voting certificate is enclosed with this notice for your use, if needed. **Many of you already have one on file and do not need to update it unless there is a change.**
- 5) The person designated on the voting certificate will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election.

DATED: **November 14, 2025**

BY ORDER OF THE BOARD OF DIRECTORS

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Michael W. Miller, Community Association Manager

**OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.**  
**CERTIFICATE OF APPOINTMENT**  
**OF VOTING REPRESENTATIVE**

TO: The Secretary of  
**OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.**  
(the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the owners of record of Unit No. \_\_\_\_\_ have designated:

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*(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 of Condominium and the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Unit owned by John Doe and his wife, Jane Doe. Voting Certificate is required designating either John or Jane as the Voting Representative (NOT A THIRD PERSON).
- (ii) Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating the person entitled to vote, signed by President or Vice-President of the corporation and attested by Secretary or Assistant Secretary of the corporation.
- (iii) Unit owned by John Jones only. No Voting Certificate is required.

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Condominium Owner

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Condominium Owner

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Condominium Owner

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the unit owners of the unit as the voting representative, not a third person.

*This signed form should be returned to Miller Management.*

**OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.**

**NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS**

I, \_\_\_\_\_,

hereby place my name in nomination as a candidate for the Board of Directors. I (*circle one*)  
am / am not enclosing an Information Sheet about myself. I understand that I am responsible for  
the accuracy of the information contained in the Information Sheet. (*Please type or print your name  
beneath your signature.*)

DATE: \_\_\_\_\_

UNIT NO: \_\_\_\_\_

\_\_\_\_\_  
Signature

THIS FORM MUST BE RETURNED TO MILLER MANAGEMENT BY Saturday, 12/6/2025.

NOTE: Your Notice of Intent can be made in any one of the following methods:

1. By Certified mail, return receipt requested
2. By personal delivery
3. By regular U. S. mail
4. By telegram or by facsimile. The FAX number is 941/923-5036
5. By Email: Scan (.pdf) and email to millermgt@mindspring.com.

You will receive an acknowledgment of your application. A Meet the Candidates is scheduled for **TUESDAY, January 6, 2026**.

A second notice of the Election and Annual Meeting will be sent to every voter prior to the meeting. At that time, you will receive a limited proxy and a ballot for the Election.

WE APPRECIATE YOUR PARTICIPATION. THANK YOU.

**Board Member Requirements as of November 2024:**

1. Must not be suspended/removed by Florida Division of Condominiums
2. Must not be delinquent in payment of monetary obligations to the Association
3. Not convicted of a felony unless civil rights have been restored for 5 or more years
3. Complete 4 hours initial training and then 1 hour each year after election
4. Certify Understanding & Compliance with Association Governing Documents

# **OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **NOTICE and AGENDA for ANNUAL MEMBERS MEETING**

**JANUARY 15, 2025, at 6:00 P.M.  
At the Oak Forest Clubhouse  
4794 Oak Forest Drive West, Sarasota, Florida 34231**

### **ANNUAL MEMBERS MEETING AGENDA**

1. Certifying of proxies and establish a Quorum
2. Proof of notice of meeting or waiver of notice
3. Reading and disposal of any unapproved minutes
4. 2026 Director Election
  - A. Call for Ballots
  - B. Volunteers for Vote Count
  - C. Vote Tabulation
5. Reports of Officers and/or Committees
6. Consideration/Vote on matters, if any, postponed from the November 2025 Owner Meeting
7. New Business
8. Election Announcement
9. Adjournment.

### **BOARD OF DIRECTORS MEETING AGENDA**

**(immediately following the Annual Members meeting)**

1. Convene Meeting and establish a quorum
2. Election of Officers
3. Reading and Disposal of Minutes
4. Old Business
5. New Business
6. Next Meeting Date –Thursday, **February 19, 2026**
7. Adjournment

*Any update to agendas will be posted at the clubhouse and on the website OFVSRQ.COM*

# **OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.**

## **ANNUAL MEETING ATTENDANCE PROXY (Not a Ballot!)**

**JANUARY 15, 2026**  
**Annual Membership Meeting**

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the President of the Association, his or her designee, or \_\_\_\_\_, attorney and agent with the power of substitution for and in the name, place, and stead of the undersigned, to vote as proxy for the purpose of establishing a quorum and as otherwise allowed by law, at the Annual Membership meeting of the Association to be held **Thursday, January 15, 2026 at 6:00 p.m. at the Oak Forest Clubhouse, 4794 Oak Forest Drive West, Sarasota, Florida**, and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present in accordance with the specifications hereinafter made, as follows:

**GENERAL POWERS:** \_\_\_\_\_ I hereby authorize my proxy to use his or her best judgment to vote and act for me to the same extent as if I would if personally present on all other matters which properly come before the meeting and for which a general power may be used, with full power of written substitution.

The undersigned ratify and confirm 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.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Unit #: \_\_\_\_\_

The owner of the unit, or the owner designated as voting representative on a certificate signed by all owners of the unit.

SIGN: \_\_\_\_\_

\*\*\*\*\*  
**The portion below is not to be completed by the unit owner.**

### **SUBSTITUTION OF PROXY**

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

DATED: \_\_\_\_\_, 2025.

\_\_\_\_\_  
PROXY

*(In no event shall this proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.)*