

**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

December 13, 2025

MAILED NOTICE

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

RE: 2026 Annual Meeting

Dear Unit Owner,

Enclosed please find the Second Notice of the Annual Meeting for the Association. Also, enclosed are a meeting agenda, proxy for quorum purposes, (with a self-addressed return envelope for return of the proxy if you haven't signed up for electronic notifications), and minutes of the November Owner Budget Meeting. The Annual Meeting will be held **on Thursday, January 15, 2026, at 6:00 p.m. (Sign-in 5:45 p.m.) at the Oak Forest Clubhouse, 4794 Oak Forest Drive West, Sarasota, Florida** for the purpose of conducting the business of the Association.

Oak Forest Villas followed the required procedure under Chapter 718 for the Election providing a 60-day notice of the date of Election giving all unit owners a chance to run for the Board of Directors. There are two (2) seats available on the Board of Directors. Because only two names were submitted by the deadline, candidates Sharon Morgan and Linda Bardach are automatically elected to fill those seats. Therefore no Meet the Candidates night and no Election will be held as previously scheduled.

It is strongly urged that you attend the Annual Meeting. However, if you will be unable to attend and have not done so electronically, please complete the attendance proxy, sign and return it in the enclosed self-addressed envelope not later than the start of the meeting on **January 15, 2026** so that we may meet the quorum requirements. **Proxies must be turned in by the start of the meeting on January 15.**

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.

2nd NOTICE OF ANNUAL MEETING/PROXY DIRECTIONS

TO ALL MEMBERS:

On Thursday, **January 15, 2026**, at 6:00 p.m. (Sign-in 5:45 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. **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 please submit your proxy. You may do so electronically if you have signed up for electronic notices. If not submitting electronically, please note the following information about PROXIES:

- 1) The enclosed proxy is for the purpose of attendance/establishing a quorum. Please do not appoint another person other than the Secretary or President, **as there are no voting items ON THE AGENDA FOR THIS MEETING**. The proxy must be signed by all owners of the unit or the one among them that they designated on a voting certificate.
- 2) The proxy should be submitted to the Association Secretary prior to the scheduled time of the meeting. It can be mailed or emailed to the Association or hand-delivered, either by you or your proxy. It is encouraged that the proxy be submitted via Miller Management Services 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.

Again, please be sure to mail in your proxy, deliver it to Miller Management, or attend the Annual Meeting!

DATED: **December 13, 2025**

Michael W. Miller
Community Association Manager

OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.

ATTENDANCE PROXY

JANUARY 15, 2026
ATTENDANCE PROXY Annual Membership Meeting

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the Secretary 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 on **Thursday, January 15, 2026 at 6:00 p.m. (Sign-in 5:45 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 _____, 20____.

Unit #: _____

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

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: _____, 20____.

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.)

OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.

**AGENDA
for
ANNUAL MEMBERS MEETING**

**JANUARY 15, 2026, 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. Reports of Officers and/or Committees
6. Consideration 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/Committee Appointments
3. Reading and Disposal of any unapproved minutes
4. Old Business
5. New Business
6. Next Meeting Date –Thursday, February 20, 2026
7. Adjournment

OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.
MEMBERSHIP MEETING
NOVEMBER 20, 2025 AT 6:00 P.M.
OAK FOREST CLUBHOUSE

MINUTES

CALL TO ORDER

The meeting was called to order at 6pm by Linda Bardach with a quorum of owners present. There were 46 owners present, 14 in person and 32 proxies. Mike Miller of Miller Management Services, Inc. was also present.

APPROVAL OF MINUTES

The minutes of the previous membership meeting (1/16/25) were presented and a motion to approve was made by Mark Perlman, seconded by Diane Shane and unanimously approved.

COMMITTEE REPORTS

TREASURER REPORT – Robin Reich stated that the finances are in good shape but some expenses are running a bit high. The deposit has been paid for the replacement clubhouse doors. There is currently a \$20k surplus for the current year.

BUILDING/GROUNDS – Tom Ward reported on the following:

- Lighting repairs needed have been completed.
- Irrigation – bad zones have been identified and new wiring is needed.
- Asphalt repairs will be done prior to the scheduled sealcoating.
- Tennis court resurface is currently underway.
- Swale (east side far bank) that has been a continual problem will be corrected for \$1800.
- Fence – some trees need clearing
- Clubhouse hurricane front doors – should be completed soon.
- Bathroom doors will also be replaced soon.
- Termites treated at 4710 and 4711.

LANDSCAPING – Paula Mayer reported that trimming Zone 6 was recently completed. Also it was reported that Mast Landscaping will be off the week of Thanksgiving. Crepe myrtles will be trimmed in early 2026.

SOCIAL – Holiday lights will be put up and there will be a Holiday social on 12/13/2025.

TREE CARE – There is still some tree trimming to be done and Joe Speary with Out On A Limb will be coming back soon to complete.

WELCOME/SUNSHINE – Mark Perlman reported on the following:

The passing of Joan Blanchard. Broken Hip suffered by Dick Wilson

Current units for sale: 4799/Eggers, 4785/Luy and 4689/Amaya

OLD BUSINESS

None

NEW BUSINESS

ANNUAL MEETING/ELECTIONS – Will be held on 1/15/2026

VOTING ITEMS FOR NOVEMBER OWNER MEETING

2026 REVIEW VS AUDIT – The vote tally was 43 in favor and 7 opposed

BORROWING FROM RESERVE – The vote tally was 49 in favor and 1 opposed

DEFINITION OF AN OCCUPANT – The vote tally was 30 in favor and 20 opposed

REVISIONS TO SECTION 17 – The vote tally was 31 in favor and 19 opposed

It was also mentioned that the newly implemented GetQuorum electronic voting system worked very well.

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DISCUSSION ON SWALE CLEARING/PROPOSAL – The quote of \$1800 was received from Mast Landscaping and will be voted on by the Board.

DISCUSSION OF CONTINUED SWALE MAINTENANCE – This is for the swale to be maintained on a monthly basis with an additional amount paid. This will also be a vote by the Board.

DISCUSSION ON MEMBER SURVEY – Few members were in favor of online or telephone meetings will not be implemented at this time.

2026 BUDGET DISCUSSION – Treasurer Robin Reich presented a budget at \$633/month. There may be some minor adjustments still to be made.

OTHER ITEMS FOR FUTURE MEETING DISCUSSION

A request to use non-toxic fertilizer was mentioned.

NEXT MEETINGS

Meet the candidates – January 6, 2026

Landscape Committee – January 9, 2026

Owner Annual and Board meeting/Elections – January 15, 2026

ADJOURNMENT

A motion was made to adjourn at 7:09pm by Sharon Morgan, seconded by Tom Ward and unanimously approved.

Respectfully submitted,

Michael W. Miller
Community Association Manager