

**NOTICE OF ANNUAL MEETING  
OF  
CITRUS GREENS AT ORANGE TREE HOMEOWNERS ASSOCIATION, INC.**

TO ALL MEMBERS:

On **Wednesday, March 25, 2026 at 7:00 PM**, in **1130 Grove Dr., Naples, FL 34120**, the Annual Meeting of the Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. The agenda for the Annual Meeting is:

1. Certifying Quorum - Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Reports of Officers.
5. Reports of Committees.
6. Appointment of Inspectors of Elections.
7. Election of Directors.
8. Unfinished Business.
9. New Business
  - (a) Vote on Rollover of Excess Funds
  - (b) Vote on Members' Resolution Establishing Pooled Reserves
  - (c) Vote on Membership Resolution Permitting Use of Reserves for Non-Scheduled Purposes
10. Adjournment.

**NOTE: FORGERY OF A VOTING CERTIFICATE OR BALLOT USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD DEGREE FELONY.**

**VOTING BY PROXY/MEETING BALLOT**

If you attend the Annual Meeting and wish to vote on items on the agenda, the enclosed Proxy/Meeting Ballot shall act as your Ballot. However, if you are unable to attend the Annual Meeting and wish to vote by proxy, the Proxy/Meeting Ballot will act as your proxy. In that regard, please note the following:

1. A **proxy** is for the purpose of establishing a quorum and appointing **another person** to vote for you in the event you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the lot. If you want to vote and do not attend the Annual Meeting, **you must vote by proxy.**
2. The proxy must be submitted to the Association **prior to the scheduled time of the meeting.** It can be sent via hand-delivery to the Management Office, via mail addressed to the Association's mailing address and office at: **1130 Grove Dr., Naples, FL. 34120**, via email to: **citrusgreenshoa@outlook.com**. 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 A proxy may be **revoked** in writing or **superseded** by a later proxy to another person.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 can 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/Meeting Ballot** form is enclosed with this notice for your use, if needed.

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Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association and such other business as may lawfully be conducted. The agenda for the Board Meeting is as follows:

1. Certifying quorum – Call to Order.
2. Proof of Notice of Meeting.
3. New Business - a. Elect Officers.
4. Adjournment

Date: 3/25/26.

**BY ORDER OF THE BOARD OF DIRECTORS**

  
**Tonya Phillips, Secretary**

## PROXY/MEETING BALLOT

The undersigned, owner(s) of Lot No. \_\_\_\_\_ located at \_\_\_\_\_  
(street address) **CITRUS GREENS AT ORANGE TREE**, appoints (Check one):

- \_\_\_\_\_ a) Sandra Chylinski, President of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Citrus Greens at Orange Tree Homeowners Association, Inc.** to be held **Wednesday, March 25, 2026 at 7:00 PM**, in **1130 Grove Dr., Naples, FL 34120**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my meeting ballot. 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, except that my proxyholder's authority is limited as indicated below:

**GENERAL POWERS:** By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required. You can choose not to grant such general powers by checking the box below:

\_\_\_\_\_ I **do not** grant general powers to my proxyholder.

**LIMITED POWERS:** (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW).

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should the operating account surplus be applied to reduce the budget to avoid having that surplus taxed by the IRS, if recommended by the Association's CPA?

YES

NO

2. Do you approve the Members' Resolution Establishing Pooled Reserves, which will allow the Association to maintain pooled (cash flow) reserves as described further in the enclosed Member's Resolution Establishing Pooled Reserves (a copy is enclosed)

YES

NO

3. Do you approve the Membership Resolution Establishing Permitting Use of Reserves for Non-Scheduled Purposes, which provide the Board of Directors with the flexibility to use reserve funds for emergency purposes as described in the enclosed Membership Permitting Use of Reserves for Non-Scheduled Purposes (a copy is enclosed)

YES

NO

Date: \_\_\_\_\_.

SIGNATURE(S) OF OWNER(S):

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

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

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

\*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 President of the Association as your proxyholder.

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**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, designates \_\_\_\_\_  
to substitute for me in the proxy set forth above.

Date: \_\_\_\_\_.

\_\_\_\_\_  
**PROXYHOLDER**

**THIS PROXY/MEETING BALLOT IS REVOCABLE BY THE 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.**

**CITRUS GREENS AT ORANGE TREE HOMEOWNERS ASSOCIATION, INC.**

**BALLOT FOR ELECTING DIRECTORS**

**WEDNESDAY, MARCH 25, 2026 at 7:00 PM**

The following (in alphabetical order) have had their names placed into nomination. Additional nominations may be made at the Annual Meeting. If someone is nominated at the meeting, you must write their name on the ballot in order to vote for that person. Vote for no more than **five (5)** candidates. **If you vote for more than five (5) candidates, your ballot will be invalid.**

Thomas Blaine \_\_\_\_\_

Sandra Chylinski \_\_\_\_\_

Meike Posada \_\_\_\_\_

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