

**Cypress Bend Homeowners Association, Inc**  
**Notice of the**  
**Annual Meeting and Election of the Board of Directors**

December 16, 2024

To: All Members:  
From: The Board of Directors  
Re: 2025 Annual Meeting and Election

At **6:30pm on Tuesday, January 7, 2025**, at the Cypress Bend Pool Cabana, 1211 Cypress Bend Circle, Melbourne, Florida, the Annual Meeting will be held for the purpose of electing the Board of Directors, and such other business as may lawfully be conducted.

The purpose of this notice is to advise you of the date, time and place of the Annual Meeting.

**Agenda**

- (a) Call to order by Chairman;
- (b) Roll call and quorum determination;
- (c) Proof of notice of the meeting or waiver of notice;
- (d) Reading of minutes of prior meeting;
- (e) Reports of Officers, committees and employees or agents;
- (f) Elections;
- (g) Unfinished business;
- (h) New business;
- (i) Adjournment.

**Nominations for the Board**

Enclosed for your use is a copy of the Notice of Intent to be a Candidate for the Board of Directors. If you are interested in serving on the Board of Directors, please fill out this form and return it to Management to be placed on the ballot prior to the meeting. **Nominations from the floor will also be accepted the night of the meeting.**

Ballots for the election of directors will be distributed the night of the meeting (when you or your proxy register at the meeting) to vote for five (5) directors.

**Registration**

**In order for the Meeting to start on time, registration will begin at 6:00 pm.**

### **General Proxy Information**

**If you are unable to attend the Annual Meeting and wish to be present by Proxy**, please note the following information about Proxies:

- ◆ A Proxy is for the purpose of appointing another person to vote as you specifically direct (except for non-substantive items) if you might not be able to attend the meeting. It must be signed by all Owners of the Lot or the one among them that they designated on a Voting Certificate.
- ◆ The Proxy should be submitted to Bayside Management Services, Agent of the Association, **prior to the scheduled time of the meeting**. Mail the Proxy to **P.O. Box 372850, Satellite Beach, FL 32937** or email to [sara.baysidemgmt@gmail.com](mailto:sara.baysidemgmt@gmail.com). Please submit the Proxy as long before the meeting as possible to avoid delay in registration.
- ◆ If you appoint a Proxy Holder and decide you will be able to attend the Meeting in person, you may withdraw your Proxy when you register at the Meeting.
- ◆ A Proxy may be revoked in writing or suspended by a later Proxy to another person. A Proxy form is enclosed with this Meeting notice for your use if needed.

### **Organizational Meeting**

An Organizational Meeting will immediately follow the Annual Meeting to elect the new officers, set up committees and conduct other business that comes before the new Board of Directors. As with any meeting of the Board of Directors, all owners are invited to attend. The agenda is as follows:

1. Call to Order
2. Appoint Officers
3. Appoint Committees
4. Old Business
  - a. Pool repair/resurface
5. New Business
  - a. Bank requirements
6. Adjourn

If you have any questions regarding the Annual Meeting, please contact Sara LaPointe at (321) 676-6446. **If you cannot attend the Annual Meeting, please remember to mail or email your proxy as soon as possible.**

By Order of the Board of Directors  
Sincerely,

Sara LaPointe, CAM  
Agent for Association  
Enclosures

**NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS OF**  
**CYPRESS BEND HOMEOWNERS' ASSOCIATION, INC.**

I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors.

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

Personal Background and Education:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prior Association or Similar Experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments About Board Candidacy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I am responsible for the accuracy of the information contained in the information statement. I certify that I am neither a convicted felon nor lacking the right to vote in the jurisdiction of my personal residence. Section 720.3033(1), Florida Statutes, requires that within 90 days of taking office, directors shall certify that they have read, understand and will comply with the Association documents or satisfactorily complete a State approved curriculum for Homeowner boards.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

# **GENERAL PROXY**

## **CYPRESS BEND HOMEOWNERS' ASSOCIATION, INC.**

THE      UNDERSIGNED      OWNER      (S),      OR      DESIGNATED      VOTER      OF  
ADDRESS \_\_\_\_\_ IN CYPRESS BEND HOMEOWNERS' ASSOCIATION,  
INC. APPOINTS

\_\_\_\_\_  
PRINT NAME OF PROXYHOLDER

OR THE PRESIDENT AS MY PROXYHOLDER TO ATTEND THE ANNUAL MEETING OF THE MEMBERS OF CYPRESS BEND HOMEOWNERS' ASSOCIATION, INC., TO BE HELD JANUARY 7, 2025, AT 6:30 P.M. AT TOWN OF CYPRESS BEND POOL CABANA, 1211 CYPRESS BEND CIRCLE, MELBOURNE, FL 32950.

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**

\_\_\_\_\_ I HEREBY AUTHORIZE AND INSTRUCT MY PROXY TO USE HIS OR HER BEST JUDGEMENT ON ALL MATTERS WHICH PROPERLY COME BEFORE THE MEETING AND FOR WHICH A GENERAL POWER MAY BE USED.

DATED: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

.....  
**SUBSTITUTION OF PROXY**

THE UNDERSIGNED, APPOINTED AS PROXY ABOVE, DOES HEREBY DESIGNATE \_\_\_\_\_ TO SUBSTITUTE FOR ME IN THE PROXY SET FORTH ABOVE.

DATED: \_\_\_\_\_ PROXY HOLDER: \_\_\_\_\_

THE PROXY IS REVOCABLE BY THE UNIT 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.

**IT IS VERY IMPORTANT THAT YOU FILL OUT THIS FORM IMMEDIATELY AND MAIL IT BACK PROMPTLY SO THAT WE CAN HAVE A QUORUM AT THE ANNUAL MEETING.**