

Caravella Homeowners Association, Inc.
c/o MAY Management Services
6017 Pine Ridge Rd #262
Naples, FL 34119
239.262.1396

March 1, 2024

RE: Second Notice of Annual Meeting

Dear Caravella Homeowner:

Notice is given that the Members Annual Meeting will be held on March 26, 2024 at 3:00 p.m. in the craft room of the Renaissance Center Club located at 28191 Matteotti View, Bonita Springs, FL 34135.

There are four (4) Board of Directors' seats open for election for the year 2024-2026. We have received one (1) candidate application for the open seats. Since the number of candidates does not exceed the number of vacancies, an election will not be necessary.

The following is included in this packet:

- 2024 Annual Meeting Agenda
- Limited Proxy with return envelope

Please complete the proxy and return so that a quorum may be established. A return envelope is provided to return your proxy. Without these proxies, a meeting cannot be held. Proxies may also be returned:

**Hand Delivery: MAY Management Services
11100 Bonita Beach Rd. Ste 101
Bonita Springs, FL 34135**

By Email: spalmer@maymgt.com

Caravella HOA Board of Directors

CARAVELLA HOMEOWNERS' ASSOCIATION, INC.
c/o MAY Management Services, Inc.
6017 Pine Ridge Rd. #262
Naples, FL 34119

SECOND NOTICE OF THE ANNUAL MEMBERS MEETING

Meeting Date: Tuesday, March 26, 2024

Time: 3:00 p.m.

Location: Craft room at the Renaissance Center Club located at 28191 Matteotti View, Bonita Springs, FL 34135

ANNUAL MEETING AGENDA

1. Call to Order
2. Establish a Quorum
3. Proof of Notice
4. Approval of Minutes from the 11/20/23 (budget) Meeting
5. Announcement of 2024 Directors
6. Adjournment

BOARD OF DIRECTORS ORGANIZATIONAL MEETING

1. Call to Order
2. Proof of Notice
3. Election of Officers
4. Homeowners Questions and Comments
5. Adjournment

**CARAVELLA AT PALMIRA HOA
2024 ANNUAL MEMBERS MEETING
MARCH 26, 2024**

The undersigned owner(s) authorizes the following as their proxy holder.
(Please check one)

_____ a) Secretary of the Association, on behalf of the Board of Directors, or

_____ b) _____ (if you check b, write in the name of your proxy)

****Note: If you choose to write in a proxy holder, be sure that person will be in attendance at the meeting.**

The proxy holder is authorized to represent the undersigned owner(s) and act in their behalf for all matters which may come before the Association at the 2024 Members Annual Meeting of the Caravella HOA on March 26, 2024 at 3:00 p.m. in the craft room of the Renaissance Center Club located at 28191 Matteotti View, Bonita Springs, FL 34135.

Since there are four (4) positions available and one (1) candidate running for the board, an election will not be necessary. The board will appoint someone to fill these positions at the meeting.

Please return your proxy as thirty percent of all members must be present, in person or by proxy, at the meeting, in order for business to be conducted.

**By mail: MAY Management Services
6017 Pine Ridge Rd. #262
Naples, FL 34119**

**Hand Deliver: MAY Management Services
11100 Bonita Beach Rd. #101
Bonita Springs, FL 34135**

Email: spalmer@maymgt.com

Signature(s) of Owner(s)

Caravella Address

Printed Name(s) of Owner(s)

Date

THIS 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 MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.