

STONEWOOD TOWERS CONDOMINIUM ASSOCIATION, INC.

820-850 N. Atlantic Avenue

Cocoa Beach, FL 32931

Phone: (321) 783-7879 Fax: (321) 783-4669

September 5, 2021

Dear Stonewood Association Members,

Enclosed you will find the **Annual Meeting Notice package**. This year we **will** be having an election for Board of Directors as we have three (3) candidates for the two (2) vacancies. The candidates are: Susan Burrows, Robert Keefe and Henry Naber. Your **Board of Directors for 2022** holdovers are Edward Lewandoski, Bernard M. Mara and Connie A. Stine. Officers for 2022 will be decided at a Directors' Organizational Meeting held immediately following the Annual Meeting.

To have an **Annual Meeting**, all members need to fill out the enclosed **Proxy/Ballot** and vote on the two (2) questions. The 1st question is regarding providing for less reserve funding than is required by 718.112(F)(2A) Florida Statutes. Less reserves means significantly lower monthly dues, however, the need for a special assessment is guaranteed. Whereas, full funding of the reserves means a much higher, static monthly payment with a less likely special assessment. And the 2nd response needed is to vote for statutory financial reporting 718.111(13)(d). If approved by a majority of the voting interests present at a properly called meeting of the association, an association may prepare:

1. A report of cash receipts and expenditures in lieu of a compiled, reviewed, or audited financial statement;
2. A report of cash receipts and expenditures or a compiled financial statement in lieu of a reviewed or audited financial statement; or
3. A report of cash receipts and expenditures, a compiled financial statement, or a reviewed financial statement in lieu of an audited financial statement.

Please return the Proxy/Ballot to the Stonewood office (USPS, or hand deliver) no later than the meeting start time on **October 5, 2021**. Proxy only can be emailed. Please remember the person voting must be the person the office has on file as **your Designated Voter**. If you plan on attending the meeting in person, you can bring the **Proxy/Ballot** with you.

If you have any questions, please do not hesitate to call the office.

Sincerely,

Scott Armison
Manager, Stonewood Towers

**SECOND NOTICE OF ANNUAL MEETING
AND NOTICE OF BOARD OF DIRECTORS MEETINGS OF STONEWOOD TOWERS
CONDOMINIUM ASSOCIATION, INC.**

TO ALL MEMBERS:

On **OCTOBER 5, 2021**, at **7:00 PM** in the **CLUBHOUSE (STONEWOOD TOWERS CONDOMINIUM)**, the Annual Meeting of the Association will be held for the purpose of Board Elections, New Business and conducting the lawful business of the Association. An identification of agenda items is as follows:

Agenda

1. Call to order - Certifying Quorum, Proxies
2. Proof of Notice of Meeting
3. Reading and approval of unapproved minutes
4. Reports of Officers
5. Reports of Committees
6. Appointment of Chairman of Inspection of Elections
7. Election Of Directors
8. Unfinished Business
9. New Business

Question 1: Do you want to provide for less reserve funding than is required by 718.112(f)(2a), Florida Statutes, for the Association's next fiscal year?

Question 2: Vote on statutory financial reporting. statutory financial reporting 718.111(13)

10. Adjournment

A MAJORITY of all Association Members (a "quorum") must be present, in person or by proxy, at the annual meeting, in order for the business to be conducted. It is **VERY IMPORTANT** that you either **attend the meeting** or **provide a limited proxy** in order to conduct business at this Annual Meeting.

**Organization Meeting
(Immediately following the Annual Meeting)**

1. Call to order
2. Certifying Quorum – Welcome new Board Members
2. Proof of Notice of Meeting
3. Reading and approval of unapproved minutes
4. New Business – Board Organization
5. Adjournment

**LIMITED
PROXY/BALLOT**

The undersigned hereby appoints: _____ as my proxy, **(if I do not attend the meeting)** with full powers of substitution, for and in the names, place and stead of the undersigned, to appear, represent and cast votes upon any matters on behalf of the undersigned at the Annual Meeting of the Membership of **STONEWOOD TOWERS CONDOMINIUM ASSOCIATION, INC. TO BE HELD ON OCTOBER 5, 2021 at 7:00 P.M.** at the **CLUBHOUSE (STONEWOOD TOWERS CONDOMINIUM)**, AND ANY ADJOURNMENT THEREOF. (To the extent this Limited Proxy/Ballot is utilized as a proxy and to the extent you fail to designate a proxy holder it is presumed that the Secretary of the Association shall serve as your proxy holder.) **In the event I do or do not attend the meeting, this will act as my ballot,** and I do not need to assign a proxy.

General Powers/Statutory Limited Powers: Except as limited, this shall constitute a general proxy. As to the specific questions below, **I instruct my proxy to cast my vote only as instructed:**

QUESTION 1:

DO YOU WANT TO PROVIDE FOR LESS RESERVE FUNDING THAN IS REQUIRED BY 718.112(F)(2A), FLORIDA STATUTES, FOR THE ASSOCIATION'S NEXT FISCAL YEAR?

NO A majority "No" vote will result in the Maintenance Reserve Contribution portion of the monthly dues for 2022 projected to **\$526.00** / unit. This represents the Fully Funded contribution level.

- or -

YES A majority "YES" vote will result in the Maintenance Reserve Contribution portion of the monthly dues for 2022 to remain at the current \$100.00 / unit.

If a quorum (95 votes) is not achieved, per state statute, the fully funded budget is automatically adopted for 2022. Your proxy/ballot is needed.

WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

QUESTION 2:

718.111(13) (d). If approved by a majority of the voting interests present at a properly called meeting of the association, an association may prepare:

1. A report of cash receipts and expenditures in lieu of a compiled, reviewed, or audited financial statement;
2. A report of cash receipts and expenditures or a compiled financial statement in lieu of a reviewed or audited financial statement; or
3. A report of cash receipts and expenditures, a compiled financial statement, or a reviewed financial statement in lieu of an audited financial statement.

DO YOU WANT TO PROVIDE FOR A LOWER LEVEL OF YEAR-END FINANCIAL REPORTING THAN IS REQUIRED BY 718.111(13) FLORIDA STATUTES, FOR THE NEXT FISCAL /CALENDAR YEAR?

YES - or - NO

If yes, vote for one of the Board required options proposed below: (The option with the most votes will be the one implemented.)

Compiled Financial Statement - or - **Reviewed Statement**

Dated: _____

Unit: _____

Signature: _____

REQUIRED SIGNATURE OF DESIGNATED VOTER

In order to have a legal meeting, a quorum must be attained. Your proxy/ballot is needed.

VOTING BY PROXY

If you are unable 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 as you specifically direct (except for non – substantive items) in the event that you may not be able to attend the meeting. **The Proxy** must be signed by the designated voter on the voting certificate on file in the Association office.
2. The proxy should be submitted to the Association **prior to the scheduled time of the meeting**. It can be hand-delivered, either by you or your proxy or mailed to **the Association Office at 850 N. Atlantic Avenue, Cocoa Beach, FL. 32931. Proxy only can be submitted via email, but this doesn't allow you to vote for a Board Member**. You are encouraged to submit the proxy 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 **TWO-SIDE PROXY FORM** is enclosed with this notice for your use, if needed. Please vote on both questions with a signature on the back side of the proxy form.

Immediately following the Annual Meeting, Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association.

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

September 5, 2021

BY ORDER OF THE BOARD OF DIRECTORS


SUSAN BURROWS, SECRETARY

**STONEWOOD TOWERS CONDOMINIUM
ASSOCIATION, INC.**

**BALLOT
FOR MEMBERSHIP VOTE**

**MEMBERS' MEETING
October 5, 2021**

The following three (3) individuals (listed alphabetically below) have submitted their intent to run for the Board of Directors for the two (2) vacant seats. Only vote for two (2). Any more than two (2) marked votes and the ballot will be disallowed and voided. Less than two (2) votes are acceptable.

PLEASE MARK LEGIBLY

- Susan Burrows
- Robert Keefe
- Henry Naber

RECEIVED
AUG 21 2021
BY:

NOTICE OF INTENT TO BE A
CANDIDATE FOR THE BOARD OF DIRECTORS
STONEWOOD TOWERS CONDO ASSOCIATION

I, (print name) Susan Burrows, hereby place my name
in nomination as a candidate for the Board of Directors 2021-2022.

I (circle one) am/ am not enclosing an **Information Sheet**, no larger than 8 ½ by 11
inches, **one side only**, containing my qualifications and/or platform for office.

I understand that I am responsible for the accuracy of the information contained in the
Information Sheet.

Date: 8-21-21

Unit: B-501

Signature Susan Burrows

Note: Under the amended provisions of the Condominium Act, a person who has been
convicted of a felony by any court of record in the United States and who has not had his
or her right to vote restored pursuant to law in the jurisdiction of his or her residence is
not eligible for board membership.

August 25, 2021

Dear Stonewood Owners/Neighbors:

My husband and I have been owners for 10 years and Stonewood is our fulltime home. We have four grown children and five grandchildren that mean the world to us.

My professional background is in facilities management for a variety of manufacturing/logistics and technology companies. As National Facilities Director for an international logistics company I managed the design and construction of \$2M + projects as well as negotiated architectural, construction and maintenance service contracts. During my career, I have also been responsible for managing department budgets, project planning, disaster recovery and emergency preparedness.

In the past, I have held board positions in various associations and have served on our Stonewood Board as President, Secretary and Director for the last few years. Although it is nice to be retired, I would like to continue devoting my time and skills to our community. We have many ongoing and future projects I hope to see through to completion over the next 2 years to help maintain Stonewood as the best place to live on Cocoa Beach.

Respectfully

A handwritten signature in cursive script that reads "Susan Burrows". The signature is written in black ink and is positioned below the typed name "Susan Burrows".

NOTICE OF INTENT TO BE A
CANDIDATE FOR THE BOARD OF DIRECTORS
STONEWOOD TOWERS CONDO ASSOCIATION

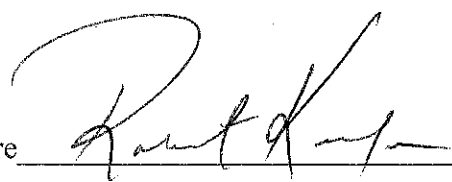
RECEIVED
AUG 20 2021

I, (print name) Robert Keefe, hereby place my name
in nomination as a candidate for the Board of Directors 2021-2022.

I (circle one) am ~~am not~~ enclosing an *Information Sheet*, no larger than 8 ½ by 11
inches, **one side only**, containing my qualifications and/or platform for office.

I understand that I am responsible for the accuracy of the information contained in the
Information Sheet.

Date: 8/20/21
Unit: B-1207

Signature 

Note: Under the amended provisions of the Condominium Act, a person who has been
convicted of a felony by any court of record in the United States and who has not had his
or her right to vote restored pursuant to law in the jurisdiction of his or her residence is
not eligible for board membership.

Stonewood Towers
Candidate for Board of Directors – Information Summary
Bob Keefe; owner and part-time resident since 2015

Rationale for candidacy

After working full time for 45 years in the information technology (IT) and engineering fields, I am now semi-retired which allows for more time to “give back”. I believe it’s important to be actively involved in the communities in which I live. Our current Board is doing an excellent job in keeping our homes secured, well maintained and structurally safe. I’m particularly impressed with the concrete restoration project. If elected, my focus would be to continue this great work, but also to improve on information transparency and help Stonewood’s move into the digital age.

I have joined a number of our monthly board meetings via “listen only” conference calls which have only been available on occasion. This one-way communication is completely inadequate given the inexpensive technology now available (i.e., Zoom, Teams, WebEx, etc.). Our website, while updated, is not yet an inviting area for owners to get information or exchange ideas and needs. Local bulletin boards are nice, but should no longer be the primary vehicle for owner communications. Those of us who travel or reside in Stonewood part-time are being overlooked by not having a comprehensive on-line platform. Stonewood needs to take further steps with virtual, interactive meetings and exchanges.

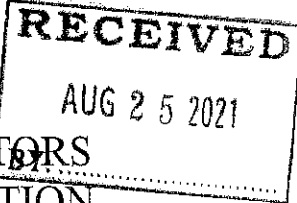
Appraisers, realtors and buyers assess our housing values by reviewing our home, condo amenities and our community. Today that includes our digital community and while we have nice amenities, they could certainly be updated and improved with minimal cost. Additionally, a gated and guarded facility like Stonewood should never have an unlocked or open gate. There are affordable technologies that can help maintain a high level of security even when our guards are on patrol.

Personal background

Currently, I’m a partner with an IT consulting organization. I hold an MBA in finance, operations, marketing and IT. I’ve been an executive and corporate officer with two NYSE companies and worked for such well known firms as Kraft Heinz, Pfizer Pharmaceutical and Brookhaven National Laboratories. In addition to my technology experience, I’ve been responsible for building maintenance, negotiated hundreds of supply and service agreements and am well versed in contract law. I’m also familiar with HOAs/POAs and have served on several boards before. I’m married to my wonderful wife Cheryl for 36 years. We have 3 terrific, adult children and just welcomed our newest addition – a grandson.

I ask for your vote and promise to help Stonewood Towers become an even better place for all of us to live and enjoy for many years to come!

NOTICE OF INTENT TO BE A
CANDIDATE FOR THE BOARD OF DIRECTORS
STONEWOOD TOWERS CONDO ASSOCIATION



I, (print name) Henry Naber, hereby place my name
in nomination as a candidate for the Board of Directors 2021-2022.

I (circle one) am / am not enclosing an **Information Sheet**, no larger than 8 ½ by 11
inches, **one side only**, containing my qualifications and/or platform for office.

I understand that I am responsible for the accuracy of the information contained in the
Information Sheet.

Date: August 25, 2021

Unit: B1204

Signature Henry Naber

Note: Under the amended provisions of the Condominium Act, a person who has been
convicted of a felony by any court of record in the United States and who has not had his
or her right to vote restored pursuant to law in the jurisdiction of his or her residence is
not eligible for board membership.

Bio Henry J. Naber

Education Graduation 1980

Bachelors of Science Degree in Hotel and Hospitality Management

University of Wisconsin-Stout

Work History

Managed and ran full-service hotels for the past 35 years for Driftwood Management Company. The majority of these hotels were financially struggling due to management and a deteriorating product. Successfully turned around 17 different hotels in 10 states making them all profitable and successful. Hotels ranged from independent, Holiday Inn, Marriot, and Hilton. I most recently managed the Cocoa Beach Hilton Oceanside Resort. Over the last five plus years I have learned extensively about state, county and local laws and have extensive experience with local service purveyors.

Personally

I have lived at Stonewood for the past five and a half years; four as a renter and the last year and a half as an owner. I have met the love of my life here (Brenda Zachreson) and we plan on spending the rest of our lives together here.

Vision

My desire to join the board is based on seeing that Stonewood remains the premier condo association in Cocoa Beach.

My approach and experience involve understanding others. I have achieved this by being a good listener and coming to the best solution possible in a collaborative way that best suites the needs of others.

With my past experience renovating and operating hotels, I believe I would be a great asset serving on the board.