

Hollybrook at TwinEagles HOA, Inc.
c/o KEB Management Services
6017 Pine Ridge Rd #262
Naples, FL 34119
239.262.1396

March 14, 2022

RE: Second Notice of Annual Meeting

Dear Hollybrook Homeowner:

Notice is given that the Members Annual Meeting will be held on April 13, 2022 at 4:00 p.m. The meeting location has been moved to the Hard Hat Café formally known as the flex building. The reason for this change in location is to accommodate any residents that want to attend in person.

The Board strongly recommends that you attend this meeting as we will be discussing the challenges and our options in regards to our landscaping contractor

There is one (1) Board of Director's seat open for the year 2022-2024. This seat is for a two-year term. We have received one (1) candidate application for the open seat. 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:

- 2022 Annual Meeting Agenda
- Limited Proxy with return envelope
- Call-in Instructions

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: KEB Management Services
11100 Bonita Beach Rd. Ste 101
Bonita Springs, FL 34135**

By Email: bloomk@kebmngnt.com or palmers@kebmngnt.com

Hollybrook HOA Board of Directors

HOLLYBROOK AT TWINEAGLES HOA, INC.
c/o KEB Management Services, Inc.
6017 Pine Ridge Rd. #262
Naples, FL 34119

SECOND NOTICE OF THE ANNUAL MEMBERS MEETING

Meeting Date: Wednesday, April 13, 2022

Time: 4:00 p.m.

Location: Hard Hat Café (formerly the flex building)

ANNUAL MEETING AGENDA

1. Call To Order
2. Establish a Quorum
3. Proof of Notice
4. Approval of Minutes from the 4/22/21 and 11/30/21 Meetings
5. Announcement of Directors for 2022
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

For those that wish to call in, the call in number and codes are below:

Call in number: 1-800-704-9804

Participant code: 516223#

**HOLLYBROOK AT TWINEAGLES HOA
ANNUAL MEETING – APRIL 13, 2022**

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 2022 Members Annual Meeting of the Hollybrook HOA on April 13, 2022 at 4:00 p.m. The meeting will be held in the Hard Hat Café formerly the flex building.

The members running for the Board position are listed below alphabetically. Since the number of candidates does not exceed the number of vacancies, an election will not be necessary.

Susan Mickiewicz

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

☐

for quorum purposes only

Please return your proxy before 4:00 p.m. on April 13.

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

**Hand Deliver: KEB Management Services
11100 Bonita Beach Rd. #262
Bonita Springs, FL 34135**

Fax: 239-262-5947

Email: palmers@kebmgt.com or bloomk@kebmgt.com

Signature(s) of Owner(s)

Hollybrook 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.