

UNIVERSITY ESTATES PROPERTY OWNERS ASSOCIATION, INC.

**AGENDA**

1. Certification of proxies/quorum
2. Call to order
3. Affidavit of Notice
4. President's remarks
5. Introduction of Directors
6. Exhibit "A" – Vote to revise the definitions of the Reserve Accounts
7. Exhibit "B" – Vote to postpone the Annual Membership Meeting until  
December 10, 2009
8. Exhibit "C" – Vote to enlarge the Community Clubhouse Meeting Room
9. Exhibit "D" – Vote to stock the community retention ponds with Triploid  
Grass Carp
10. Committee reports
11. Adjournment

**There will be no open forum. Business conducted at a Special Meeting is limited to the purposes described in the notice of the meeting. Members may speak for three (3) minutes on Agenda items only.**

**By: Board of Directors**

**UNIVERSITY ESTATES PROPERTY OWNERS ASSOCIATION, INC.**

c/o SENTRY MANAGEMENT, INC.  
2180 WEST SR 434 SUITE 5000  
LONGWOOD, FLORIDA 32779-5044  
TEL: (407) 788-6700 FAX: (407) 788-7488

**NOTICE OF MEMBERSHIP MEETING**

**TO:** All Members

**NOTICE** is hereby given that a Special Meeting of the Members of UNIVERSITY ESTATES PROPERTY OWNERS ASSOCIATION, INC. will be held at the following date, time, and place:

**DATE:** June 30, 2009  
**HOUR:** 7:00 PM  
**PLACE:** Holiday Inn UCF, 12125 High Tech Avenue, Orlando, FL 32817

**PURPOSE:** Presentation and discussion of Agenda items; Revision of Reserve Accounts Vote; Postponement of Annual Membership Meeting until December 10, 2009 Vote; Enlargement of Community Clubhouse Meeting Room Vote; Stocking Community Retention Ponds with Triploid Grass Carp Vote

**VOTING:** Only one (1) vote per Lot per issue will be permitted

**PROXY:** If you cannot attend the meeting, it is important that you designate a proxy both to ensure that the necessary quorum can be met and that your proxy can vote for you on any issues that may be presented at the meeting. A proxy form is enclosed and should be completed and returned to the Community Association Manager. Proxy forms must be signed either by all owners or by the owner who has been designated to vote.

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**LIMITED PROXY**

**INSTRUCTIONS: If you cannot attend the meeting, it is important that you complete and return this proxy so that a quorum of the Members can be established. Please provide your address and the name of the person you appoint to vote on your behalf if other than the Association Secretary. Date, sign, and return this proxy by mail so that it reaches the Community Association Manager's office before 5:00 PM Tuesday, June 30, 2009. You may also email by scanning this document in PDF or WORD format and attaching and sending it to [lquinn@sentrymgt.com](mailto:lquinn@sentrymgt.com) or by fax to (407) 788-7488 or hand deliver to 2180 West SR 434 Suite 5000, Longwood, Florida 32779-5044**

I, the undersigned, being the Owner of, or the person designated to vote for, the property located at

\_\_\_\_\_ do hereby appoint the Secretary of the Association or  
STREET ADDRESS OF THE RESIDENCE

\_\_\_\_\_ (NOTE: Failure to fill in a name on the immediately  
NAME OF THE PERSON WHO WILL ATTEND THE MEETING

preceding line will automatically result in the Secretary of the Association being appointed your proxy), as my proxy holder to attend the meeting of the Members of University Estates Property Owners Association, Inc. to be held June 30, 2009 at Holiday Inn UCF, 12125 High Tech Avenue, Orlando, FL 32817, or any adjournment thereof, but in no event longer than 90 days after the date of the meeting indicated herein. This proxy may be revoked at any time at the pleasure of the undersigned. The proxy holder 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** (You may choose to grant general powers, limited powers, or both. Check "General Powers" if you want your proxyholder to vote on other issues which might come up at the meeting, such as the election of directors, for which a limited proxy is not required).

I authorize and instruct my proxy to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

**LIMITED POWERS** (For your vote to be counted on the following issues, you must indicate your preference in the boxes provided below). I specifically authorize and instruct my proxy to cast my vote in references to the following matters only as indicated below:

1. Should the Association revise the definitions of the components of the Reserve Accounts in accordance with the provisions of Florida Statute 720.303 as more specifically stated in Exhibit "A" which was provided to you in the Notice of the Meeting?

YES

NO

2. Should the Association postpone the Annual Meeting until December 10, 2009 as more specifically stated in Exhibit "B" which was provided to you in the Notice of the Meeting?

YES  NO

3. Should the Association enlarge the meeting room at the Community Clubhouse as more specifically stated in Exhibit "C" which was provided to you in the Notice of the Meeting?

YES  NO

4. Should the Association stock the Common Area retention ponds with Triploid Grass Carp as more specifically stated in Exhibit "D" which was provided to you in the Notice of the Meeting?

YES  NO

Dated this \_\_\_\_\_ day of June, 2009.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

**THIS PROXY IS REVOCABLE BY THE PROPERTY OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT THEREOF. IN NO EVENT IS THE PROXY VALID FOR MORE THAN 90 DAYS AFTER THE DATE FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.**

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## VOTING CERTIFICATE

FOR USE WHEN PROPERTY HAS MORE THAN ONE OWNER OF RECORD  
DESIGNATED OWNER MAY SIGN THE PROXY OR VOTE IN PERSON

I/We, the undersigned, being either the owner or all the owners of record of that certain parcel within University Estates located at \_\_\_\_\_,  
STREET ADDRESS OF RESIDENCE  
do hereby appoint and designate owner \_\_\_\_\_  
NAME OF ONE OWNER WHO WILL SIGN THE PROXY FORM

as my/our voting representative, pursuant to the Articles of Incorporation, Section V.C.

The voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting certificate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009

ALL OWNERS' SIGNATURES

PRINTED NAMES

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please complete, date, and sign this Voting Certificate and return it by mail so that it reaches the Community Association Manager's office before 5:00 PM Tuesday, June 30, 2009. You may also email by scanning this document in PDF or WORD format and attaching and sending it to [lquinn@sentrymgt.com](mailto:lquinn@sentrymgt.com) or hand deliver to the offices of Sentry Management, Inc. at the address shown at the top of this page.

## **EXHIBIT "A"**

The annual budget for University Estates includes the reserve accounts required by the Articles of Incorporation to fund the capital expenditures and deferred maintenance of the Common Area structures, landscaping, and other improvements. Florida Statute 720.303 requires the Members to approve the components which make up the reserve accounts. The Members approved a list of components and a brief description of the purposes for which each component is intended at the Special Members Meeting held December 10, 2008. The Board of Directors has revised that list and greatly expanded the definitions of each component in order to describe those purposes more completely, to improve the Board's ability to manage the Association's resources, and to clarify entries into our budgeting and accounting systems.

The Board strongly recommends approval of the attached revisions.

## ATTACHMENT TO EXHIBIT "A"

### REVISION OF RESERVE ACCOUNTS TITLES AND CONTENT

#### **Brick Walls**

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community brick walls. This shall include:

- a) Cleaning of the brick wall surfaces
- b) Deferred maintenance required to restore the integrity of a wall section when the degradation is due to ground or wall settlement, root development, wall aging, or any natural process.

#### **Clubhouse** (Note: was "Clubhouse / Gazebo")

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community clubhouse. (For this reserve account, "clubhouse" is defined to include the building and the area contained within at least three [3] joined vertical walls of the building.) This shall include:

- a) Replacement of the clubhouse structure, in its entirety or some significant portion thereof, including foundation and supporting structure, roof structure, walls, flooring, brick columns, doors, and all associated hardware necessary to maintain and support building integrity
- b) Replacement of the clubhouse roof covering, including associated underlying materials
- c) Replacement of the clubhouse siding, including associated underlying materials
- d) Replacement of plumbing system and water distribution system elements, including bathrooms, shower room, and drinking fountains, except consumable items
- e) Replacement and/or maintenance of electrical system elements except consumable items
- f) Painting and/or repainting of the clubhouse, in its entirety or any significant portion thereof.

NOTE: This reserve account does NOT include periodic cleaning, routine maintenance actions, minor repairs or patching, nor replacement of consumable items (light bulbs, circuit breakers, etc.).

#### **Clubhouse & Pool Fence** (Note: was "Clubhouse Fence")

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the fence and fencing materials that, in conjunction with the clubhouse building, enclose the community swimming pools and patios and provides restricted access to the gazebo. This shall include:

- a) Replacement of fencing, fencing materials, fence pilasters, and fence attachment hardware, including gates and/or fence sections with lock mechanisms intended to control access to the community swimming pools area and the gazebo
- b) Deferred maintenance required to restore the integrity of brick pilasters when the degradation is due to ground, fence, or pilaster settlement, root development, pilaster aging, or any natural process.

#### **Common Area Signage** (Note: was "Signage")

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the Common Area signage. (For this reserve account, "signpost" is defined to include any appropriate item or system used to permanently affix and display Common Area signage in a manner consistent with applicable laws and/or community standards.) This shall include:

- a) Replacement and/or maintenance of all Common Area signs and signposts mandated by any applicable law, including mandatory signs containing community content beyond that required by law
- b) Replacement and/or maintenance of all Association signs, emblems, and signposts at all community and village entrances
- c) Replacement and/or maintenance of all signs and signposts identifying common areas, common area names, common area rules and regulations, and common area usage restrictions.

#### **Gazebo** (Note: was "Clubhouse / Gazebo")

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community gazebo. This shall include:

- a) Replacement of the gazebo structure, in its entirety or some significant portion thereof, including foundation and supporting structure, gazebo body structure, floor structure, and roof structure
- b) Replacement of the gazebo roof covering, including associated underlying materials
- c) Painting and/or repainting of the gazebo, in its entirety or any significant portion thereof.

NOTE: This reserve account does NOT include periodic cleaning, routine maintenance actions, nor minor repairs or patching.

### **Ground Lighting Systems** (Note: was “Ground Lighting Fixtures”)

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community ground lighting systems. (For this reserve account, “ground lighting system” is defined to include a system for lighting of the community entrances, village entrances, and the Playground & Basketball Court).

This shall include:

- a) Replacement of ground lighting system lighting fixtures and mounting/installation hardware
- b) Replacement and/or maintenance of power supply and power distribution system elements
- c) Replacement and/or maintenance of “on/off” control system elements whether related to time, light, or other control mechanism.

NOTE: This reserve account does NOT include replacement of consumable items (light bulbs, circuit breakers, etc.).

### **Irrigation Systems** (Note: was “Irrigation System”)

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community Common Area irrigation systems. This shall include:

- a) Replacement of water distribution system elements except consumable items
- b) Replacement and/or maintenance of power supply and power distribution system elements
- c) Replacement and/or maintenance of “on/off” control system elements whether related to time, light, or other control mechanism.

NOTE: This reserve account does NOT include replacement or repair of consumable items (sprinkler head assemblies, circuit breakers, etc.). This reserve account does NOT include periodic cleaning, routine maintenance actions, nor minor repairs.

### **Playground & Basketball Court** (Note: was “Playground / Tot Lot”)

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community playground and basketball court. This shall include:

- a) Replacement of playground and basketball court equipment
- b) Replacement of affixed seating fixtures including benches and tables associated with the playground and basketball court area
- c) Replacement of the water fountain and related water and power supply system elements
- d) Replenishment of playground ground cover material, including mulch or similar type product.

NOTE: This reserve account does NOT include periodic cleaning, routine maintenance actions, nor minor repairs or patching.

### **Recreation Center Parking Lot & Driveway** (Note: was “Parking Lot”)

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community recreation center parking lot and driveway. This shall include:

- a) Resurfacing of the parking lot, circular driveway, and entrance driveway
- b) Repairs to the underlying structure of the parking lot, circular driveway, and entrance driveway
- c) Painting and/or repainting of all surface markings for the parking lot, circular driveway, and entrance driveway, to include parking space lines, handicap parking insignias, and directional indicators.

NOTE: This reserve account does NOT include periodic cleaning, routine maintenance actions, nor minor repairs or patching.

### **Sidewalks & Street Gutters** (Note: was “Sidewalks and Street Gutters”)

The purpose of this reserve account is to fund the deferred maintenance for the Common Area sidewalks and street gutters. This shall include cleaning the Common Area sidewalks and street gutters to maintain an appearance consistent with the requirements placed upon the lots within the community.

### **Swimming Pools & Patios**

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for

the community swimming pools, the equipment and systems necessary to operate the swimming pools, the related capital equipment around the swimming pools, and the patios adjoining the swimming pools. (For this reserve account, "patios" is defined to include the surfaces typically referred to as a "pool deck" and all adjoining flooring with a concrete-like structure that is not contained within at least three [3] joined vertical walls of a building.) This shall include:

- a) Resurfacing of the pools and/or replacement of pool tile
- b) Replacement of pool fixtures including ladders and railings
- c) Replacement of pool lighting system elements except consumable items
- d) Replacement of pool filtration system elements, including pool pump, electrical subsystems, and plumbing subsystems, except consumable items
- e) Resurfacing and/or repainting of the patios
- f) Replacement of affixed patio seating fixtures including benches and tables
- g) Replacement of pool area lighting system elements except consumable items.

NOTE: This reserve account does NOT include replacement or repair of the pool structures, concrete slabs, any building structure, enclosure, consumable items (light bulbs, circuit breakers, filter elements, etc.), nor any removable item (bench, trash can, etc.) belonging to the Association that may be placed in this area. This reserve account does NOT include periodic cleaning, routine maintenance actions, nor minor repairs or patching.

### **Tanner Road Fence**

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community fence and fencing materials along Tanner Road. This shall include:

- a) Replacement of fencing, fencing materials, fence pilasters, and fence attachment hardware
- b) Deferred maintenance required to restore the integrity of brick pilasters when the degradation is due to ground, fence, or pilaster settlement, root development, pilaster aging, or any natural process
- c) Painting and/or repainting of the fencing and fencing materials.

### **Tennis Courts**

The purpose of this reserve account is to fund the capital expenditures and deferred maintenance for the community tennis courts and the related capital structures and equipment around the tennis courts. This shall include:

- a) Replacement and/or repainting of the tennis courts' surface and surrounding surfaces
- b) Replacement and/or repainting of the net posts
- c) Replacement and/or repainting of the enclosure fencing, posts, and locking gate
- d) Replacement and/or repainting of the vertical practice surface
- e) Replacement and/or reattachment of the wind screens
- f) Replacement of tennis court lighting system elements except consumable items.

NOTE: This reserve account does NOT include replacement or repair of foundation slabs, tennis court nets, net hardware, consumable items (light bulbs, circuit breakers, etc.), nor any removable item (bench, trash can, etc.) belonging to the Association that may be placed in this area. This reserve account does NOT include periodic cleaning, routine maintenance actions, nor minor repairs or patching.

### **Tree Trimming (Note: was "Tree Trim / Removal")**

The purpose of this reserve account is to fund the deferred maintenance for the Common Area trees located along McCulloch Road and community roads. This shall include:

- a) Trimming the trees periodically to lessen resistance to high wind and hurricane conditions
- b) Trimming the trees to maintain adequate clearance for street lights along Worchester Drive.

### **Interest**

The purpose of this reserve account is to serve as the temporary repository for earnings on invested reserve funds and shall not be funded from Annual or Special Assessments. Periodic distribution of the funds accrued in this account to the reserve accounts for capital expenditures and/or deferred maintenance shall be directed by the Board of Directors of the Association in accordance with applicable laws and governing documents.

## EXHIBIT "B"

The last annual meeting of the Members of the Association was held September 24, 2008. Florida Statute 720.306 requires the Association to hold an annual meeting and further requires that the meeting be held at a time, date, and place stated in, or fixed in accordance with, the Association's bylaws. Our bylaws permit the Board of Directors to select a date and time for the meeting.

The Board has determined that the affairs of the Association could be managed more efficiently and effectively if the Association's fiscal year coincided with the calendar year. Therefore the Board proposes that the next annual meeting be postponed until Thursday, December 10, 2009.

The Board strongly recommends approval of this proposal.

## EXHIBIT "C"

The Board of Directors, the Design Review Committee (DRC), and the Covenant Compliance Committee (CCC) typically schedule about twenty-seven meetings during the school year at East Lake Elementary School and nine meetings during the summer months at other locations. The Board and the DRC usually hold about twelve additional special and emergency meetings throughout the year. The total annual cost to the Association to rent space for these meetings will exceed \$1,200. The meetings must be scheduled months in advance, and a meeting must be cancelled several days before the scheduled date to avoid forfeiture of the rental fee.

The Board has determined that a room at the Community Clubhouse, currently used for storage, could be enlarged and air-conditioned to provide meeting space for the Board, the DRC, the CCC, and other Association committees as well as for other associations and organizations in University Estates. Funding would be from already existing reserve accounts in the 2009 Annual Budget. There would be no additional assessment of the homeowners for this project.

This room would pay for itself in fewer than four years, would be a more productive use of this space, would provide a meeting place for the Association's committees whenever needed, would be in a more convenient and accessible location, and would be under Association control.

The Board strongly recommends approval of this proposal.

## EXHIBIT "D"

The Florida Fish and Wildlife Conservation Commission promotes the use of triploid grass carp for aquatic (underwater) vegetation management and control. The use of triploid grass carp has been determined to be a biologically sound tool and in the best interest of our water resources and the surrounding environment.

The triploid grass carp are sterile fish; they will not reproduce. Once established, which typically takes 6 to 9 months, they control noxious weeds every day and help reduce the usage and cost of chemical control.

Carp were introduced conservatively into our retention ponds in 2005. They are most effective in the first few years, but, unfortunately, there is no way of determining how many of the fish remain and how many have fallen prey to hawks, otters, and alligators. The biologists at Aquatic Systems, Inc., who monitor and maintain our ponds, are convinced that adding more carp to our retention ponds would help control certain noxious aquatic plants.

The Board of Directors proposes requesting a permit from the Florida Fish and Wildlife Conservation Commission to obtain triploid grass carp for aquatic plant management purposes. The Members of the Association must agree to stock the fish in our retention ponds. If a permit is granted, the carp will be introduced at no cost to University Estates. Barriers required by the Commission to prevent carp from migrating from our ponds to other water bodies under normal flooding conditions already have been installed, also at no cost to University Estates. The Association has no further responsibility. All monitoring of the program will be done by Aquatic Systems, Inc. and the Florida Fish and Wildlife Conservation Commission.

The Board strongly recommends approval of this program.

