



Outdoor Resorts at Long Key, Inc.

A Condominium

P.O. Box 816, 65821 Overseas Highway

Long Key, Florida 33001

Phone: (305) 664-4860 Fax#: 305 664-5268

As we continue to enhance Outdoor Resort's amenities, your Board of Directors have unanimously approved and are bringing to the owners for a vote, two changes to the common element that we believe will benefit every resident. A special membership meeting has been scheduled for October 19th for these changes and in the next few days you will be receiving a ballot that provides your vote and your opinion on these changes.

To allow you to make an informed vote, the Board of Directors provides the following background on these issues:

- 1) Currently the park operates an "owners' storage" area located between the Stan Roe and Library buildings. This room is divided into individual storage units which are rented to owners and they are allowed to rent this space until they no longer desire to use it. There are currently twenty-eight (28) owners that have exclusive use of this common area. The Board of Directors agree that this space would be better utilized for the benefit of all owners and not just a select few. After getting input from many residents, the goal of the Board is to use this area to provide an exercise facility for all residents of ORLK.
- 2) All four bathhouses within the park were damaged by Hurricane Irma and each bathhouse needs considerable repairs to make them operable. Now that we have received insurance monies for repairs, your Board of Directors unanimously agree that each bathhouse should be redesigned to make better use of the space. It's the recommendation of the Board that the current "footprint" of each bathhouse be reduced to provide separate male/female facilities that include a single shower, toilet stall, urinal (men's) and sink. This new design, while still providing bathroom facilities to the owners, would open the remainder of the building for future use by maintenance or park personnel.

Your Board of Directors encourages you to become informed on these issues and provide your input by casting your vote and returning your ballot. Your opinion counts and we thank you for voting and getting involved in the future of your "Paradise".

** Due to a planned upgrade in the electronic voting software, electronic voting is not available for this ballot. Please mark your ballot and return to the office prior to October 19th, 2019.



Outdoor Resorts at Long Key, Inc.

A Condominium

P.O. Box 816, 65821 Overseas Highway

Long Key, Florida 33001

Phone: (305) 664-4860 Fax#: 305 664-5268

A medida que continuamos mejorando las comodidades de Outdoor Resort, su Junta de Directores ha aprobado por unanimidad y está llevando a los propietarios a votación, dos cambios al elemento común que creemos que beneficiarán a cada residente. Se ha programado una reunión especial de membresía para el 19 de octubre para estos cambios y en los próximos días recibirá una boleta que le dará su voto y su opinión sobre estos cambios.

Para permitirle realizar una votación informada, la Junta Directiva proporciona los siguientes antecedentes sobre estos temas:

1) Actualmente el parque opera un área de "almacenamiento de propietarios" ubicada entre los edificios Stan Roe y Library. Esta sala se divide en unidades de almacenamiento individuales que se alquilan a los propietarios y se les permite alquilar este espacio hasta que ya no deseen usarlo. Actualmente hay veintiocho (28) propietarios que tienen uso exclusivo de esta área común. La Junta de Directores acuerda que este espacio se utilizaría mejor para el beneficio de todos los propietarios y no solo de unos pocos. Después de recibir el aporte de muchos residentes, el objetivo de la Junta es utilizar esta área para proporcionar un centro de ejercicio para todos los residentes de ORLK.

2) Las cuatro casas de baños dentro del parque fueron dañadas por el huracán Irma y cada casa de baños necesita reparaciones considerables para que funcionen. Ahora que hemos recibido dinero del seguro para reparaciones, su Junta de Directores acuerda por unanimidad que cada casa de baños debe ser rediseñada para hacer un mejor uso del espacio. Es la recomendación de la Junta que se reduzca la "huella" actual de cada casa de baños para proporcionar instalaciones separadas para hombres / mujeres que incluyan una sola ducha, inodoro, urinario (hombres) y lavabo. Este nuevo diseño, si bien aún proporciona instalaciones de baño a los propietarios, abriría el resto del edificio para su uso futuro por parte del personal de mantenimiento o del parque.

Su Junta Directiva lo alienta a que se informe sobre estos temas y brinde su opinión emitiendo su voto y devolviendo su boleta. Su opinión cuenta y le agradecemos por votar y participar en el futuro de su "Paraíso".

** Debido a una actualización planificada en el software de votación electrónica, la votación electrónica no está disponible para esta votación. Marque su boleta y regrese a la oficina antes del 19 de octubre de 2019.

**NOTICE OF SPECIAL MEMBERSHIP MEETING
OF
OUTDOOR RESORTS AT LONG KEY, INC.**

TO ALL MEMBERS:

On **OCTOBER 19, 2019**, at **1:00 P.M.** in the **OUTDOOR RESORTS (65821 OVERSEAS HWY., LONG KEY, FL 33001)**, a Special Meeting of the Membership will be held to approve alterations to the common elements. The agenda for the Meeting is as follows:

1. Calling of the roll and certifying of quorum.
2. Proof of notice of meeting.
3. Reading and disposal of any unapproved minutes.
4. New business –
 - A) Vote to approve change of use of common elements currently used as Owners' Storage to an exercise facility for use by all residents of the community.
 - B) Vote to alter the common element Resident Bathhouses to reduce the current footprints of the men's and women's bathrooms and utilize the additional space for storage purposes by the Association.
5. Adjournment.

A quorum of the membership must be present in order to conduct the business at this meeting. **ACCORDINGLY, IT IS EXTREMELY IMPORTANT THAT YOU EITHER ATTEND THE MEETING OR RETURN YOUR LIMITED PROXY/BALLOT TO THE ASSOCIATION BEFORE THE MEETING.**

VOTING BY LIMITED PROXY/BALLOT

A Limited Proxy/Ballot has been provided to you so as to allow you to approve alterations to the common elements. If you cannot attend the meeting, this document may be utilized as a Proxy. If the Limited Proxy/Ballot will be used as a Proxy, it must be filed with the Association before the appointed time of the meeting. It will be presumed that you wish for the Secretary of the Association to be your proxy holder to the extent you do not designate a proxy holder, or to the extent your designated proxy holder is not present in person at the meeting. Your Limited Proxy/Ballot should be returned by hand delivery, mail, fax and scanned to:

***Outdoor Resorts at Long Key, Inc.
c/o Adam Ross, LCAM
65821 Overseas Hwy. / P.O. Box 816
Long Key, FL 33001
E-Mail: adam@outdoorresorts.us
Fax: (305) 664-5268***

with sufficient time to make sure it is received before the meeting. If you plan to attend the meeting in person, you may use the Limited Proxy/Ballot as your ballot at the meeting. Additional Limited Proxy/Ballots will be available at the meeting.

VOTING CERTIFICATE

A voting certificate is being provided to determine who the voting member will be for your unit, if your unit is owned by more than one person or a corporation. **FORGERY OF A VOTING**

CERTIFICATE USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD DEGREE FELONY. Please note the following information about VOTING CERTIFICATES:

- 1) A voting certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (except if spouses) or a corporation. A voting certificate is not needed if the unit is owned by only one person.
- 2) A voting certificate is not a proxy and cannot be used as such. Only an owner or an appropriate corporate officer can be named on a voting certificate, not a third party.
- 3) A voting certificate must be signed by all of the owners of the unit or an appropriate corporate officer.
- 4) A voting certificate is enclosed with this notice for your use, if needed.
- 5) The person designated in the voting certificate will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election. The person designated in the voting certificate is the person who will be authorized to cast the ballot electronically if that person has also consented to online voting.

AGAIN, IT IS VERY IMPORTANT THAT YOU EITHER ATTEND THE MEETING OR RETURN YOUR LIMITED PROXY/BALLOT SO THAT YOUR VOTE MAY BE COUNTED.

OUTDOOR RESORTS AT LONG KEY, INC.

By: _____


Viviana Ramos-Perez, Secretary

CERTIFICATE APPOINTING VOTING MEMBER

To the Secretary of
OUTDOOR RESORTS AT LONG KEY, INC.
(the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. _____ in **OUTDOOR RESORTS AT LONG KEY, A CONDOMINIUM**, have designated

Name of Voting Representative

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

1. Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required designating the person entitled to cast the vote for the unit, signed by all of the record owners and filed with the Vice President of the Association.
2. Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating the person entitled to vote for the unit, signed by President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation and filed with the Vice President of the Association.
3. Unit owned by a married couple. Voting Certificate not required.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Dated the ___ day of _____, 2019.

OWNER

OWNER

OWNER

OWNER

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the unit as the Voting Representative, not a third person.

LIMITED PROXY/BALLOT

THIS LIMITED PROXY/BALLOT SHOULD BE RETURNED TO THE ASSOCIATION AS YOUR PROXY IF YOU DO NOT ATTEND THE MEETING AND WILL SERVE AS YOUR BALLOT IF YOU DO ATTEND THE MEETING.

The undersigned hereby appoints: _____ as my proxy, 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 Special Meeting of the Membership of the **OUTDOOR RESORTS AT LONG KEY, INC.** to be held on **OCTOBER 19, 2019 at 1:00 P.M.** in the **OUTDOOR RESORTS (65821 OVERSEAS HWY, LONG KEY, FL 33001)** and any adjournment thereof. (Should you fail to designate a proxy holder above, or to the extent your designated proxy holder is not present at the meeting, it will be presumed that you wish for the Secretary of the Association to serve as your proxy holder). In the event I attend the meeting, this will act as my ballot.

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:

- 1) Vote to approve change of use of common elements currently used as Owners' Storage to an exercise facility for use by all residents of the community.

VOTE **FOR** CHANGE VOTE **AGAINST** CHANGE

- 2) Vote to alter the common element Resident Bathhouses to reduce the current footprints of the men's and women's bathrooms and utilize the additional space for storage purposes by the Association.

VOTE **FOR** ALTERATION VOTE **AGAINST** ALTERATION

Dated: _____, 2019.

Unit: _____

SIGNATURE(S) OF OWNER(S) OR DESIGNATED VOTER

THIS LIMITED PROXY/BALLOT SHOULD BE RETURNED TO THE ASSOCIATION IF YOU DO NOT ATTEND THE MEETING AND WILL SERVE AS YOUR BALLOT IF YOU DO ATTEND THE MEETING.

**AFFIDAVIT OF MAILING AND POSTING
OF NOTICE TO UNIT OWNERS**

**STATE OF FLORIDA
COUNTY OF MONROE**

BEFORE ME, personally appeared **ADAM ROSS, LCAM**, who after being duly sworn, deposes and says that notices of the Special Meeting of the Membership of **OUTDOOR RESORTS AT LONG KEY, INC.** to be held **OCTOBER 19, 2019** at **1:00 P.M.** in the **OUTDOOR RESORTS (65821 OVERSEAS HWY, LONG KEY, FL 33001)**, were mailed and posted in accordance with applicable law. The notice was mailed or delivered to each unit owner at the address last furnished to the Association, as such address appears on the books of the Association, and posted as required by law and the Condominium Documents.

OUTDOOR RESORTS AT LONG KEY, INC.

By: *Adam Ross*
ADAM ROSS, LCAM

**STATE OF FLORIDA
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me this 13 day of September 2019 by **ADAM ROSS, LCAM** of **OUTDOOR RESORTS AT LONG KEY, INC.**, a Florida not-for-profit corporation.

Personally Known OR
Produced Identification

Type of Identification

NOTARY PUBLIC - STATE OF FLORIDA

sign *Arabel Moya*
print Arabel Moya
My Commission expires: July 05, 2021

