

SECOND NOTICE OF ANNUAL MEETING
HARBOUR TERRACE CONDOMINIUM CORPORATION, INC

TO ALL MEMBERS

On Monday February 3, 2025, at 7:00 P.M. the Annual Meeting of the Association will be held at the Clubroom at Harbour Terrace. Boca Raton, Florida 33431 for the purpose of electing Directors and such other business as may lawfully be conducted.

A majority of all Association Members (a "quorum") must be present or by proxy, at the meeting for the business to be conducted. It is therefore VERY IMPORTANT that you either attend or provide a proxy.

PLEASE NOTE THE FOLLOWING INFORMATION ABOUT PROXIES:

A proxy is for the purpose of appointing another person to vote for you if you might not be able to attend the meeting in person. It must be signed by all owners of the unit or the one among them that they designate on a voting certificate (see below.) If you appoint a proxy and later decide you will be able to attend the meeting, you may withdraw your proxy when you register at the meeting.

PLEASE NOTE THE FOLLOWING INFORMATION ABOUT VOTING CERTIFICATES:

A voting certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (even if husband and wife). A voting certificate is not needed if the unit is owned by only one person. A voting certificate is not a proxy and may not be used as such. A voting certificate must be signed by all the owners of the unit.

Again, **please be sure to either attend the Annual Meeting or submit a proxy and submit a voting certificate if your unit is owned by more than one person.**

Thank you for your assistance in conducting the business of your Association.

PLEASE NOTE THE FOLLOWING INFORMATION ABOUT ELECTION OF DIRECTORS:

Five (5) people submitted their name for the Board of Directors. They are. Scott Hanley, Lynne Hanscom, Nelson Rodriguez, Jennifer Valente, and Sam Valtri. Therefore, a ballot will not be enclosed.

BY ORDER OF THE BOARD OF DIRECTORS

January 16, 2025



Teem Property Management, LLC

HARBOUR TERRACE CONDOMINIUM CORPORATION, INC
ANNUAL MEETING
Feb 3, 2025

LIMITED PROXY

The undersigned member(s) or designated voter of UNIT No. _____ in Harbour Terrace Condominium Corporation Inc. hereby appoints The Secretary or _____ as my proxy holder to attend the Annual Meeting of the Members of Harbour Terrace Condominium Corporation, Inc., to be held on Feb 3, 2025 at 7:00 P.M. at the Harbour Terrace Clubroom, Boca Raton, FL 33431.

If no proxy holder is appointed, This Limited Proxy appoints the Association Secretary as proxy holder. The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, including general powers, and power of substitution. However, my proxy holder's authority is limited as indicated below:

LIMITED POWERS (FOR YOUR VOTE TO BE CAST ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BOXES PROVIDED BELOW) I/WE SPECIFICALLY AUTHORIZE AND INSTRUCT MY/OUR PROXY HOLDER TO CAST MY/OUR VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:
NONE

SIGNATURE OF OWNER OR DESIGNATED VOTER

Date: _____

PRINTED NAME

SIGNATURE OF OWNER

Date: _____

PRINTED NAME

THIS LIMITED PROXY IS REVOCABLE BY THE LOT OWNER'S AND VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN. PLEASE PROPERLY COMPLETE THIS LIMITED PROXY AND RETURN IT TO THE ASSOCIATION

SUBSTITUTED OF PROXY: The undersigned, appointed as proxy holder above, does hereby designate: _____ to substitute for me in the proxy set forth above.

Date: _____ Proxy Holder: _____

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of Harbour Terrace Condominium Corporation Inc., (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the recorded owners of Unit No. _____ in Harbour Terrace Condominium Corporation, Inc. has designated:

(Name of Voting 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 By Laws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John or Jim as the Voting Representative (NOT A THIRD PERSON).
- (ii) Unit owned by John Jones. No Voting Certificate required.
- (iii) Unit owned by Bill and Mary Smith, husband and wife. Voting Certificate required designating either Bill or Mary as the Voting Representative. NOT A THIRD PERSON.

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

DATED: _____ Day of _____ 20____.

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.

HARBOUR TERRACE CONDOMINIUM CORPORATION, INC
ANNUAL MEMBERSHIP MEETING

Feb 3, 2025

AGENDA

1. Call Meeting to Order
2. Proof of Notice of meeting
3. Establishment of a Quorum
4. Acceptance of Minutes of last year's Annual Meeting
5. Officers Reports
6. Election of Directors
7. Unfinished business
- 7.. Membership Discussion
8. Adjournment