Mainlands of Tamarac by the Gulf Unit 2 Association Inc. Second Notice of Annual Meeting and Election of Directors November 6, 2025 7:00 p.m.

Clubhouse Two 4320 Mainlands Blvd North Pinellas Park, FL 33782

The Annual Meeting of the Association will be held for the purpose of *voting on the reserves* and such other business as may lawfully be conducted.

Agenda:

- 1. Call to Order
- 2. Pledge of Allegiance to the Flag
- 3. Appointment of Inspectors of Elections
- 4. Certifying a Quorum
- 5. Proof of Notice of Meeting
- 6. Approval of Unapproved Minutes
- 7. President's State of the Unit

- 8. Directors Reports
- 9. Unfinished Business
- 10. New Business
 - a. Operating Rollover
 - b. Waiving of Reserves
 - c. Election Results
- 11. Adjournment

A minimum 25% of all Association Members (a quorum) must vote in person or by proxy. It is, therefore, **VERY IMPORTANT** that you either **vote the day of the meeting or provide a proxy** in order for us to conduct the business at hand. No quorum is necessary for the election of Directors; however, at least twenty (20%) percent of the eligible voters must cast a ballot in order to have a valid election. It is therefore VERY IMPORTANT that you either attend or provide a Limited Proxy in order to conduct business other than the election of Directors.

Pursuant to Florida Law a Majority of the voting interest is required to reduce statutory reserves.

Voting in person at the Clubhouse will be available THURSDAY, November 6, 2025 from the hours of 6 P.M. to 7 P.M.

(Instructions on voting by proxy are included in this mailing.)

Enclosed with this Notice is a ballot for the election of Directors, as well as timely submitted Information Sheets, prepared by the candidates for the Board, who are solely responsible for their contents. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is not in a position to verify the accuracy of the information or statements contained therein and disclaims any responsibility for the information contained within the Information Statements.

Instructions for Marking and Returning Ballot for Directors. FORGERY OF A BALLOT USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD-DEGREE FELONY.

- 1. The enclosed ballot lists all candidates who are qualified to run for the Board. There will be four (4) Directors elected. Please vote for no more than four (4) candidates by marking the ballot on the box next to the candidate's name.
- 2. The ballot must be placed and sealed in the ballot envelope. The ballot envelope must then be placed and sealed in the envelope addressed to the Association and mailed or hand delivered to the Association's mailing address.
- 3. You must fill in the unit information on the outside of the envelope addressed to the Association and have an owner sign their/his/her name.
- 4. The ballot must be received by the Association no later than 7:00 p.m. November 6, 2025.

5. If you are going to attend the Annual Meeting, you may cast your ballot before the meeting. Ballots will be available at the Clubhouse from 6 p.m. to 7 p.m.

VOTING BY LIMITED PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES:**

- 1. A limited 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 might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the unit. Please note that you cannot vote for Directors by proxy. If you intend to vote for Directors and do not attend the Annual Meeting, you must vote by use of the enclosed Election Ballot.
- 2. The proxy should be submitted to the Association prior to the scheduled time of the meeting. It can be sent via hand-delivery to the Management Office, via mail addressed to the Association's mailing address at: 10161 49TH Street North Suite L, Pinellas Park, FL 33782, via email to: Mainlandsoffice@gmail.com, or via facsimile to: 727-573-0876. It is encouraged that the proxy be submitted 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 Limited Proxy form is enclosed with this notice for your use, if needed.

Please be sure to mail in your proxy and your ballot, unless you plan to attend the Annual Meeting to cast your votes in person.

<u>DO NOT PLACE YOUR PROXY INSIDE THE BALLOT ENVELOPE AS</u> THIS MAY COMPROMISE THE SECRECY OF YOUR BALLOT IN THE ELECTION.

Also enclosed with this notice is a Proxy asking for your vote on the following: waiving of the fully funded reserve requirements, and roll over any excess operating funds.

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

The Agenda for this Board of Directors Meeting is as follows:

- 1. Certifying quorum Call to Order
- 2. Proof of Notice of Meeting
- 3. New Business Choose Officers
- 4. Adjournment

BY ORDER OF THE BOARD OF DIRECTORS

Karen Estes

Karen Estes, Board Secretary

YOUR 2025 ANNUAL MEETING LIMITED PROXY IS ENCLOSED AND HAS TWO QUESTIONS

What Voting Yes or No Means on the Items

THIS PAGE IS NOT USED FOR VOTING IT IS JUST A GUIDE

 Do you approve the rollover of excess membership income over membership expenses, if any, for the fiscal year ending 12/31/2025, to offset the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604?

YES→ you are in favor of allowing the Association to roll over any surplus funds from the 2025 budget to the 2026 budget.

NO->you are not in favor of the roll over. This selection may cause the association to have taxable Federal penalties.

2. Should the reserves required by Section 718.112(2)(f), Florida Statutes, be waived for the next fiscal/calendar year and be reduced to a level presented by the Board of Directors?

YES→ you are in favor of a <u>partially funded budget Monthly Maintenance \$469</u>.

NO→ you are in favor of a <u>fully funded budget Monthly Maintenance \$1,639</u>.

THIS PAGE IS NOT FOR VOTING USE THE LIMITED PROXY FORM OR VOTE IN PERSON BEFORE THE ANNUAL MEETING.

Voting in person at the Clubhouse will be available November 6, 2025 from the hours of 6 P.M. to 7 P.M.

Beginning at 5:00 p.m. November 6, 2025, the Outer Envelopes Will be verified against the Association Records.

At This Time the Clubhouse Will Open for Member Observation of the Process.

Instructions for Voting Early

LIMITED PROXY

- Use the enclosed BLUE LIMITED PROXY form
- Fill in your address
- There are **TWO** items to be voted on.
- Select your choice and then sign and date your limited proxy.

Directors Election

- Use the enclosed **GREEN** ballot for electing directors.
- Select no more than FOUR candidates. If you vote for more than FOUR candidates, **<u>your</u>** ballot will be invalid.
- Place the completed **GREEN** ballot in the envelope marked **BALLOT** and seal it.
- PLACE THE COMPLETED BLUE LIMITED PROXY AND THE BALLOT ENVELOPE IN THE SELF ADDRESSED RETURN ENVELOPE.
- SEAL THE ENVELOPE AND SIGN THE BACK OF THE RETURN ENVELOPE.
- Drop off the SIGNED RETURN ENVELOPE CONTAINING THE BALLOT ENVELOPE AND LIMITED PROXY at the Clubhouse, the Property Manager's office or return by US mail to 10161 49th Street N., Suite L, Pinellas Park, FL 33782.

ALL LIMITED PROXIES AND DIRECTOR BALLOTS MUST BE RECEIVED NO LATER THAN 7:00 P.M. NOVEMBER 6, 2025

Instructions for Voting In-Person at the Annual Meeting

- If you wish to vote before the annual meeting a ballot will be provided at the clubhouse.
- Voting in person at the Clubhouse will be available November 6, 2025 from the hours of 6 P.M. to 7 P.M.
- If you previously voted by proxy and wish to vote by ballot on November 6, 2025, you may do so by proceeding to the table and letting them know you wish to vote in person.

To my neighbors in Unit Two,

It would be my pleasure to serve Unit Two by becoming a member of our Board of Directors.

My background is varied in banking, retail management including corporate training and recruitment for Central and West Florida, and management of condominium associations. I am a Licensed Community Association Manager. Having managed as hybrid portfolio of several communities, as well as onsite manager, I have spent the last many years as the onsite manager of a 308-unit condominium community of condos and townhomes. As a Community Association Manager (CAM), I am familiar with the governing Florida State statutes pertaining to Condominium and Homeowner Associations. I understand community operations, accounting, maintenance and the fiduciary responsibilities of the Board of Directors.

I will be retiring this year. My husband and I have lived in Unit Two of the Mainlands for 13 years. This is the time when I can give back to this wonderful community by volunteering my time to serve on our Board. I would be honored to serve you.

Respectfully,

Patti Cleary

GEORGE FILIAU

603-986-4324

grfiliau@aol.com

Mainlands Unit 2

Objective

To continue as a board member and serve in the best interest of our residents.

Education	Experience
Franklin Pierce College General Electric MGT Studies Program	Past President and Treasurer of the Mainland's Master Association. Past President Unit 2 also having served as roof and alterations Director.

James (Jim) Schimpf 10154 42nd Way N Pinellas Park, FL 33782 (727) 515-8636

Professional Consultant Associates (PCA)

2008-2016

Foreman for Transmission Crews * North/South Carolina

Responsibilities: Ensure the safety of the working crew and follow the

Requests of Duke Energy on the job site.

Florida Power/Progress Energy

1981-2008

Energy Control Center -38th Avenue & 66th Street N, St. Petersburg, FL

Dispatcher: Responsibilities included making sure the power was restored in a timely manner.

Education:

College: SPJC

Norwood High School

Military:

US Army 101st Airborne Division

1967-1969

Airborne Sargent

18 months - Vietnam Tour - Bronze Star

Mainland's Unit 2

Board Member - Current - President & Past - Vice President

Clubhouse & Pool Manager

Responsibilities: Maintain/make improvements to clubhouse/pool.

2025- Pool fence installed, 2 A/C units, Pool heaters/chillers installed, Roof over units

2024- New ceiling tiles

2023 – Kitchen Renovation

2021- Clubhouse bldg/roof painted. Shutters installed.

2020 - Pool refurbished - completed

Building Addition completed. Shuffleboard resurfaced completed.

Stage back wall – rebuilt/completed.

Parking area behind pool - repaved

Mainland's Unit 2

Social Club – Vice President (2019)

La Costa Brava Condominium 6 yrs

Board Member - Vice President

Responsible for paving parking area/sea wall installation

And general maintenance.

Patrick M Taylor

Unit #2 resident 20 plus years

Retired Quality Supervisor United Technologies

Past board member and President of Beach Assoc.

Past Treasure and Prelate Loyal Order of Moose.

U.S. Army Viet Nam Era Vet. 1959-1962

Attended Univ. Alabama

Alan Waldauer,

We have lived in Mainlands unit 2 for 12 years. And I am in full belief that unit 2 is the best unit in Mainlands. We enjoy a well taken care of unit, and we do not overly rule everybody so they cannot enjoy their life. I have been on your HOA board for 5 years now, and if you elect me to another term, I will work to keep our HOA fees one of the lowest in Mainlands, while also keeping or financial reserves where they need to be for the future.

A little brief history. I am married to my wonderful wife Cathy for 44 years. We have 4 children, 4 grandchildren, and 2 great grandchildren. I was a meat department manger for Winn Dixie and retired as a letter carrier for the United States Postal Service. I also have experience in various boards of directors. I was president for the Pinellas Park Jaycees, Vice president and president of the Pinellas Park T-Birds youth football league, and president and treasurer of the Pinellas Park national little league.

I would appreciate your vote so we can face the challenges ahead together.

Sincerely,

alan Waldauer

Charles W Wright

I am entering my 8th year as a Mainlands Unit 2 resident. We chose Unit 2 to live in based on the recommendations of the appearance of the homes, excellent facilities and friendly neighbors. My interest to serve as a board member begins as a lifelong volunteer with various organizations and the desire to contribute to the longevity of the qualities that brought us to Unit 2.

About me:

Most important, I am a husband, father, and grandfather.

Honorable Discharged as a Vietnam Era Veteran from the United States Air Force. 50 year work history in management with transportation, manufacturing and the wholesale distribution sector. Primary responsibilities were in staffing, budget, policy creation and implementation.

Volunteer history:

Mentor/tutor with the public school system
Corporate Community Liaison with Habitat for Humanity and United Way
Volunteer Coordinator for PARC events
Board of Director for early childhood education facility
Coordinator with the USPS American Food Drive collection and delivery
Unit 2 Men's Club (now under Social Club)

Client assistant with St. Petersburg Free Clinic to eliminate food insecurities

My goals as a board member:

Be proactive and responsive to the concerns of all residents
Utilize my prioritizing and organization skills in making decisions
Communicate the impact of board actions to the community
Maintain affordable HOA fees
See an increase in unit resident participation of sponsored event

I appreciate your consideration and look forward to your support to make Unit 2 the place to be!

		t 2 Partially Funded CEMBER 31. 2026				
DESCRIPTION	ANNUAL 2025	MONTHLY 2025	ANNUAL 2026	MONTHLY 2026	YEARLY CHANG	
Insurance-General	\$25,300.00		\$27,830.00	\$2,319.17	\$2,530.0	
Insurance-Flood P/P	\$3,648.00	\$304.00	\$4,012.80	\$334.40	1 .	
Professional-Legal	\$5,000.00	\$416.67	\$5,000.00	\$416.67	\$0.00	
Audit	\$6,000.00				\$1,000.00	
Tax Corp. Annual Exp	\$123.00	\$10.25		 	\$0.00	
Tax-State Condo Agency	\$1,200.00			 	+	
Pool Permit	\$300.00	\$25.00			1	
Tax-Income		· · · · · · · · · · · · · · · · · · ·			, -	
Admin & Office						
Recreation Hall Mortgage		· · · · · · · · · · · · · · · · · · ·			\$0.00	
		1			\$0.00	
Master Association Fees		 		 	\$5,155.36	
Salaries-Maintenance				t	\$0.00	
Rec Area Maintenance					1	
					†	
			-	†· · · · · · · · · · · · · · · · · · ·	\$4,000.00	
					\$2,000.00	
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					\$11,537.68	
					\$11,557.00	
					F 44 4	
					\$10,202.89	
<u>Total Operating Bouget</u>			\$1,029,739.57	\$85,813	<u>\$40,343</u>	
DESCRIPTION		T	ANNUAL 2026	MONTHLY 2026	YEARLY CHANGE	
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Storm Drains	\$1,000.00	\$65.55	\$4,000.00	\$555.55	\$3,000.00	
Total Reserve Budget	\$615.836.32	\$51,319,69	\$624.887.68	\$52.073.97	\$9,051.36	
Total Operating & Reserve	<u>\$1,605,252.66</u>	<u>\$133,771.06</u>	<u>\$1,654,647.25</u>	<u>\$137,887.27</u>	\$49,394.59	
		2025		2026		
	/40 04 11	\$455	A. V	\$469.00	\$14.00	
aintenance = Total Amount/294 Ho	mes/12 Months	<u> </u>			7	
aintenance = Total Amount/294 Ho	1 0.1	<u> </u>		% Increase		
eintenance = Total Amount/294 Ho President:	mes/12 Months	Date: 9/22/2025			2.99%	
	Insurance-General Insurance-Flood P/P Professional-Legal Audit Tax Corp. Annual Exp Tax-State Condo Agency Pool Permit Tax-Income Admin & Office Recreation Hall Mortgage Delinquent Acct Master Association Fees Salaries-Maintenance Rec Area Maintenance Operating Contingency Lawn Contract Pool Maintenance Utilities-Electric-Clubhouse Utilities-Telephone Utilities-Pool Fuel Utilities-Water/Sewer Reclaimed Water Cable TV Total Operating Budget DESCRIPTION Rec Area/Pool Roof/Hse-Wash/Paint Paving Streets Walks Roofs-Repair/Replace Pool Resurface Landscaping Sod Sea Walls Def. Maintenance Fascia/Bldg./Home Repair Sewer Water Sprinklers Storm Drains Total Reserve Budget	DESCRIPTION ANNUAL 2025	Insurance-General \$25,300.00 \$2,108.33 Insurance-Flood P/P \$3,648.00 \$304.00 Professional-Legal \$5,000.00 \$416.67 Audit \$6,000.00 \$10.25 Tax-State Condo Agency \$1,200.00 \$100.00 Pool Permit \$300.00 \$25.00 Tax-Income \$6,000.00 \$500.00 Admin & Office \$2,620.00 \$218.33 Recreation Hall Mortgage \$132,192.00 \$110,16.00 Delinquent Acct \$2,000.00 \$166.67 Master Association Fees \$100,118.34 \$8,343.20 Salaries-Maintenance \$19,000.00 \$1,583.33 Rec Area Maintenance \$19,000.00 \$1,875.00 Operating Contingency \$0.00 \$0.00 Lawn Contract \$113,000.00 \$41.67 Utilities-Electric-Clubhouse \$20,600.00 \$1,716.67 Utilities-Pool Fuel \$15,450.00 \$1,287.50 Utilities-Water/Sewer \$292,500.00 \$24,375.00 Reclaimed Water \$16,000.00 \$1,333.33 Cable TV \$195,365.00 \$1,287.50 Cable TV \$195,365.00 \$1,280.42 Total Operating Budget \$989,416.34 \$82,451 Reserve Accounts Pavilla Reserve Accounts DESCRIPTION ANNUAL 2025 MONTHLY 2025 Rec Area/Pool \$15,000.00 \$1,250.00 Rooff-Repair/Replace \$418,000.00 \$34,833.33 Pool Resurface \$1,306.32 \$108.86 Landscaping Sod \$3,000.00 \$250.00 Fascia/Bldg./Home Repair \$25,000.00 \$2,083.33 Sewer \$20,000 \$1,250.00 Sprinklers \$33,270.00 \$2,083.33 Total Reserve Budget \$615,836.32 \$51,319.69 Authur \$1,000.00 \$1,250.00 Sprinklers \$33,270.00 \$2,077.55 Storm Drains \$1,000.00 \$83,333 Total Reserve Budget \$615,836.32 \$51,319.69	DESCRIPTION ANNUAL 2025 MONTHLY 2025 ANNUAL 2026 Insurance-General \$25,300.00 \$2,108.33 \$27,830.00 Insurance-Flood P/P \$3,648.00 \$304.00 \$4,012.80 Professional-Legal \$5,000.00 \$416.67 \$5,000.00 Audit \$6,6000.00 \$500.00 \$7,000.00 Tax Corp. Annual Exp \$123.00 \$10.25 \$123.00 Tax-State Condo Agency \$1,200.00 \$100.00 \$1,200.00 Professional-Legal \$6,000.00 \$25.00 \$300.00 \$1,200.00 \$25.00 \$300.00 Tax-State Condo Agency \$1,200.00 \$500.00 \$6,000.00 \$406.67 \$2,000.00 \$25.00 \$300.00 \$3	DESCRIPTION ANNUAL 2025 MONTHLY 2025 ANNUAL 2026 MONTHLY 2026 Insurance-General \$25,300.00 \$2,108.33 \$27,830.00 \$2,319.17	

MAINLANDS UNIT II APPROVED FULLY FUNDED BUDGET JANUARY 1, 2026 - DECEMBER 31, 2026

ACCT#	ITEM	Estimated life when new	Category Repair/Replacement cost	Balance as of 6/30/2025	Estimated Remaining life	Fully Funded Annual
3025-001	Remarcite	20	\$48,054.72	\$6,972.12	15	\$12,103.72
3040-000	Sewer	50	\$1,097,742.50	\$59,580.21 1		\$267,206.98
3041-000	Water	50	\$1,010,243.20	.20 \$11,993.52 1		\$231,275.58
3052-000	Storm Drains	1	\$5,627.54	27.54 \$58,992.51 1		\$44,922.46
3025-000	Rec. Area/Pool	5-30	\$485,105.55	-\$20,767.15	1-30	\$313,438.01
3031-000	Fascia/Bldg./Home Repair	1	\$18,008.14	\$14,735.57	1	\$61,483.07
3026-000	Lawn - Sod	1	\$28,137.73	\$30,095.33	1	\$74,550.00
3046-000	Sprinklers/Pumps	1	\$28,137.73	\$5,746.83	1	\$83,424.83
3020-000	Roof/Hse-Wash/Paint	7	\$635,922.00	-\$32,980.00	1-7	\$342,748.84
3021-000	Streets	5-25	\$492,574.84	\$69,537.23	2-22	\$121,749.38
3022-001	Walks/Curbs	5	\$121,366.96	\$37,846.53	1-5	\$76,086.16
3023-000	Roofs-Repair/Replace	20-30	\$6,783,441.60	\$1,115,548.18	1-30	\$3,100,561.72
3027-000	Sea Walls	20	\$63,253.59	\$28,051.35	1	\$23,082.80
	*Please see 2022 reser			Fully Fun	ded Reserve Budget	\$4,752,633.55
	3% Added each year	for increased cost and	d Inflation		Operating Budget	\$ 1,029,759.57
	Total Amount					<u>\$5,782,393.12</u>
	Monthly Mainten	ance = Total	Amount/294 Hon	nes/12 Months		\$ 1,639
		10.				
	President: Hann	1chiff	Date: 9/22	/2025		
	Treasurer: alen	Walden	Date: 9/22	/2025		

LIMITED PROXY

The undersigned owner(s) or designated voter of Mainl	lands of Tamarac By The Gulf, Unit 2, APPOINTS:	
a) Karen Estes, Sec	retary of the Association, on be	ehalf of the Board of Directors; OR	
to be held on Thursda 33782. Failure to check appointment of the Seauthority to vote and ac	the Annual Meeting of Mainley, November 6, 2025, at 7:0 or either (a) or (b), or, if (b) is cretary of the Association as	rite in the name of your proxy) as my proxyholder, with plands of Tamarac By The Gulf Unit No. 2 Association, to P.M. at 4320 Mainlands Blvd North, Pinellas Parkis checked, failure to write in the name of the proxy, a your proxyholder. The proxyholder named above ha nat I would if personally present, with power of substitutionated below:	Inc., k FL is an a
	up at the meeting for which a li	roxyholder automatically has general powers to vote on mited proxy is not required. You can choose not to grant	
I DO NOT grant ge	neral powers to my proxyhold	er.	
INDICATE YOUR FAUTHORIZE AND IN	REFERENCE IN THE B	COUNTED ON THE FOLLOWING ISSUES, YOU M LANK(S) PROVIDED BELOW). I SPECIFICA LDER TO CAST MY VOTE IN REFERENCE TO LOW:	LLY
		nip income over membership expenses, if any, for the tax year member assessments as provided by IRS Rev	
ē	☐ YES	□ NO	
		3.112(2)(f), Florida Statutes, be waived for the new resented by the Board of Directors?	xt
	☐ YES	□ NO	
USES OF EXIST	TING RESERVES MAY UNANTICIPATED SPI	OR IN PART, OR ALLOWING ALTERNAT RESULT IN UNIT OWNER LIABILITY F ECIAL ASSESSMENTS REGARDING THO ER(S) OR DESIGNATED VOTER	OR
	()		
Unit Address:		, Pinellas Park FL 33	782
Dated:	, 2025		
		Printed Name:	

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 FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

proxyholder in his/her place.		
SUBSTITUTION OF PROXY		
The undersigned, appointed as proxy above, does hereby designate to substitute for me in the proxy set forth above.		
Dated:		
Proxyholder		

MAINLANDS OF TAMARAC BY THE GULF, UNIT NO. TWO ASSOCIATION, INC.

BALLOT FOR ELECTING DIRECTORS

November 6, 2025, 7:00 p.m.

The following, in alphabetical order, have had their names placed into nomination. Vote for no more than four (4) candidates. Be sure your ballot has been submitted prior to 7:00 p.m. on November 6, 2025. After that time, no further voting is allowed. Vote for ONLY four (4) by fully filling in the \square next to each chosen name. You may vote for fewer than four (4), but if more than four (4) are marked, your ballot will be invalid. ☐ Patti Cleary ☐ George Filiau ☐ James Schimpf ☐ Patrick M Taylor Alan Waldauer ☐ Charles Wright

DO NOT WRITE ANYTHING ELSE ON THIS BALLOT.

After reviewing the Information Sheets provided by the candidates:

- Mark ballot as instructed
- Insert ballot into envelope provided
- Seal envelope. Do NOT sign or write on envelope
- Place the ballot envelope in the outer, preaddressed envelope