

**Windsor Estates Homeowners Association, Inc.**  
**c/o Fairway Management**  
**1331 Bedford Dr. Suite 103**  
**Melbourne, FL 32940**

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January 17, 2025

Dear Association Member,

The Windsor Estates Homeowners Association, Inc. will hold its annual membership meeting at **6:30 P.M. on Tuesday, March 18, 2025, in the 'Space Coast Room' of the Brevard County Government Center (bldg. C)**, located at 2725 Judge Fran Jamieson Way, Viera, FL. The business to be transacted at the meeting shall include the following:

1. Call to Order
2. Certification of Quorum
3. Proof of Notice
4. Approval of the February 20, 2024 Annual Membership Meeting Minutes
5. Audience Comments
6. Unfinished Business
7. New Business
  - Election of Directors (if necessary)
8. Adjournment

If you are unable to attend the meeting, **please complete the proxy form enclosed with this notice**. A minimum of 10% of the membership must be present, in person or by proxy, in order to conduct the meeting.

The association is looking for qualified candidates interested in serving a 1-year term on the Board of Directors. There are nine (9) Directors seats available. **Those interested in serving on the Board should complete the enclosed 'Notice of Intent to be a Candidate' form.** Nominations may also be made from the floor at the meeting. Candidates should be in good financial standing with the Association and their property free from covenant violations. All board members are required to complete a board certification course (4hrs) every 4 years, and (4hrs) of continuing education annually throughout their term on the board. Notice of intent forms must be returned no later than 5:00 P.M. on Monday, February 17, 2025, in order for your information statement to be included with the second notice.

Immediately following the annual membership meeting, the newly elected Board of Directors will conduct an Organizational Meeting to elect the officers. The Officers of the Association are President, Vice President, Treasurer and Secretary. The business to be transacted at the meeting shall include the following:

1. Call to Order
2. Election of Officers
3. Signature Authority
4. Next Meeting Date/Time
5. Adjournment

A Second 'Notice of Annual Meeting' will be mailed to you on or before March 3, 2025. Included with that notice will be the information statements provided by the candidates, voting information, and the meeting agenda.

The Association's financial statements and adopted budgets are made available to association members at no charge. Copies of the 2024 annual financial statements will be available through Fairway Management no later than March 1, 2025. The office of Fairway Management is located at 1331 Bedford Drive, Suite 103, Melbourne, Florida.

Questions regarding this notice should be directed to Fairway Management at (321) 777-7575 or via email: [dthomas@fairwaymgmt.com](mailto:dthomas@fairwaymgmt.com).

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Melbourne, FL 32940**

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**Proxy for Windsor Estates Homeowners Association, Inc.  
Annual Membership Meeting  
Tuesday, March 18, 2025 - 6:30 P.M.  
Brevard County Government Center – Bldg. C – Space Coast Room  
2725 Judge Fran Jamieson Way, Melbourne, FL 32940**

**If you do not wish to assign a proxy, please mark ‘LIMITED PROXY’ below, and this form will only be counted towards establishing a quorum.**

Completed proxies may be submitted in the following manner:

Fax - (321) 777-4646.

E-Mail - [dthomas@fairwaymgmt.com](mailto:dthomas@fairwaymgmt.com).

Mail/ Hand Delivery - Proxies may be mailed (in the envelope provided) or hand delivered to:

FAIRWAY MANAGEMENT OF BREVARD, INC.

1331 BEDFORD DR., SUITE 103, MELBOURNE, FLORIDA, 32940

**\*MUST BE RETURNED BY TUESDAY MARCH 18, 2025 – 5:00 P.M.\***

The undersigned hereby appoints (Insert the Name of your Proxy in the Blank provided) \_\_\_\_\_, OR (Association Secretary, attorney, or agent for), and in the name, place and stead of the undersigned, to vote as proxy at the membership meeting of the Windsor Estates Homeowners Association, Inc., to be held at the Brevard County Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940, on Tuesday, March 18, 2025, at 6:30 P.M., and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present upon the matters set forth in the Notice of Meeting, a copy of which has been received by the undersigned.

\_\_\_\_\_ **LIMITED PROXY (Proxy will count towards quorum requirement only)**

(In no event shall this proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Lot Owner: \_\_\_\_\_

Signature of Lot Owner: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

***\*If more than one owner is listed on the deed, both parties must sign\****

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**NOTICE OF INTENT TO BE A CANDIDATE FOR THE  
WINDSOR ESTATES HOMEOWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTORS**

I, \_\_\_\_\_, do hereby place my name in nomination as a candidate for the Windsor Estates Homeowners Association, Inc., Board of Directors. I certify that I am an owner of record in the Association.

I (circle one) **am/ am not** enclosing an '**Information Statement**' about myself. I understand that I am responsible for the accuracy of the information contained in the statement and that the information I provide will be distributed to all members in the Second Notice of Annual Meeting, and with the ballot at the annual membership meeting.

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_  
(Please type or print your name beneath your signature.)

Owner Address \_\_\_\_\_

\_\_\_\_\_

**\*MUST BE RETURNED BY MONDAY FEBRUARY 17, 2025 – 5:00 P.M.\***

WINDSOR ESTATES HOMEOWNERS' ASSOCIATION  
c/o FAIRWAY MANAGEMENT  
1331 BEDFORD DR. SUITE 103  
MELBOURNE, FL 32940

\*Nominations may also be made from the floor of the meeting\*