

**COLONIAL LINKS VILLAS AT
HERITAGE GREENS ASSOCIATION, INC.
C/o Resort Management
2685 Horseshoe Drive S., #215
Naples, FL 34104**

January 19, 2016

TO: All Homeowners, Colonial Links Villas at Heritage Greens Association, Inc.

RE: FIRST NOTICE OF ANNUAL MEETING AND ELECTION OF THE
BOARD OF DIRECTORS, MARCH 21, 2016

This letter serves as the first notice of the election of Board of Directors, which will be at the Association's Annual Meeting to be held on **March 21, 2016 at 5:00 p.m. at the Heritage Greens Community Center.**

Three (3) seats are up for re-election for a two (2) year term. All candidates must be self-nominated. Nominations cannot be made at the Annual Meeting. Therefore any homeowner who desires to be a candidate for the Board of Directors may submit his/her name to the Colonial Links Villas at Heritage Greens Association, Inc., at the address listed above or be prepared to self-nominate at the Annual Meeting. An optional brief personal message sheet or resume may be included (8 ½ x 11, one sided only). **This information must be received by the Association at least forty (40) days prior to the election date, or no later than February 10, 2016.**

Thank you for your interest and attention to these matters.

The Board of Directors
Colonial Links Villas at Heritage Greens Association, Inc.

Enclosure

**COLONIAL LINK VILLAS AT
HERITAGE GREENS ASSOCIATION, INC.**

NOTICE OF ANNUAL MEETING

Dated this 18th day of January, 2017

NOTICE IS HEREBY GIVEN, in accordance with the By-Laws of the Association and Florida's Homeowners' Act, that the Annual Meeting of members will be held at the following date, time and place:

DATE: February 20, 2017
TIME: 5:00 P.M.
PLACE: Heritage Greens Community Center
2215 Heritage Green Drive
Naples, FL 34119

AGENDA

1. Calling of Roll and Certifying of Proxies
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading and Disposal of Last Year's Annual Minutes
4. Reports of Officers
5. Reports of Committees
6. Old Business
7. New Business
 - A. Vote to Rollover the 2016 Surplus Funds
 - B. Vote to Rollover the 2017 Surplus Funds
8. Adjournment

NOTE: Helen Blatt and Michael McCampbell have submitted names for the two (2) vacant seats. Immediately following the Annual Meeting, an Organizational Meeting of the Board of Directors will be held to elect officers.

AGENDA

1. Call to Order
2. New Business
 - A. Elect Officers
 - B. Designate Authorized Check Signers and Sign Bank Resolution Forms
 - C. Determination of Year End Financial Distribution
 - D. Assignment of Registered Agent
 - E. Assignment of Attorney
 - F. Distribution of Board of Directors Responsibility Form
 - G. Designation of Board Member to Interact with Management Company
 - H. Discussion and approval to shred association archives 2009 and prior
3. Adjournment

**COLONIAL LINKS VILLAS
LIMITED PROXY
ANNUAL UNIT OWNERS' MEETING, FEBRUARY 20, 2017**

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned owner(s), or their voting representative, of unit # _____ in the Colonial Links Villas at Heritage Greens Homeowners' Association hereby constitutes and appoints the President of the Association, his or her designees, or _____, attorney and agent with the power of substitution for and in the name, place, and stead of the undersigned, to vote as proxy at the **ANNUAL UNIT OWNERS' MEETING, TO BE HELD ON FEBRUARY 20, 2017 AT 5:00 P.M., AT HERITAGE GREENS COMMUNITY** any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present. I hereby authorize and instruct my proxy to use his or her best judgment on all matters that properly come before the meeting as may be authorized by Florida Statutes but limit my proxy holder's authority to cast my vote on the following matters in a manner only as instructed below:

LIMITED POWERS:

I hereby specifically authorize and instruct my proxy to cast my vote in reference to the following matters as indicated below (For your vote to be counted on the following issues, you must indicate your preference in the blanks provided below.):

1. Should the surplus of membership income, if any, after expenses for the fiscal year 2016 be carried over and applied to the assessments for the next fiscal year budget? (The Board recommends a YES vote, to avoid taxation on any surplus).

YES _____ NO _____

2. Should the surplus of membership income, if any, after expenses for the fiscal year 2017 be carried over and applied to the assessments for the next fiscal year budget? (The Board recommends a YES vote, to avoid taxation on any surplus).

YES _____ NO _____

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment or continuation of it, and revoke all prior proxies previously executed.

Signature _____

Print Name _____ Unit # _____ Dated _____

SUBSTITUTION OF PROXY

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

Date: _____ Proxy: _____

YOU MAY MAIL, FAX OR EMAIL YOUR PROXY TO:
RESORT MANAGEMENT 2685 HORSESHOE DRIVE S. # 215, NAPLES, FLORIDA 34104
PROXY@RESORTGROUPINC.COM
FAX: (239) 403-1061

IN NO EVENT SHALL THIS PROXY BE VALID FOR A PERIOD LONGER THAN 90 DAYS AFTER THE DATE OF THE FIRST MEETING FOR WHICH IT WAS GIVEN