

## INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF PROXY

As noted in the cover letter we are in great need to have returned Your proxy/vote on the item at hand. We are in the process of working on Breezeways and Stairwells and in an effort to speed up the completion of the work we are ASKING FOR YOUR APPROVAL for the Association to take out a loan in the amount of \$2,000,000 to be paid back over a 10 year period. There are no pre-payment penalties should we wish to accelerate the payoff and the loan will be paid back over the period from collections from dues/money being funded in reserves at this time.

We are asking that your **APPROVE** the action and sign and complete the following:

1. List your Unit Number at the top,
2. Check the YES/APPROVE box,
3. Sign and date your Proxy.

Please send it by the following methods:

### **EMAIL**

Please scan or take a picture with your smartphone/tablet and you can email the proxy to our Property Manager, David Drake at [DavidDrake@ameritechmail.com](mailto:DavidDrake@ameritechmail.com)

### **FAX**

You can fax the completed proxy to our Property Manager, David Drake at (727) 723-1101.

### **WEBSITE**

You can visit the Landings website at [www.landingsoftampa.org](http://www.landingsoftampa.org). Once there you will find the proxy under Special Announcement (link to the right on home page).

You should be able to access the document/download to your computer and be able to type in your Unit Number, Check the appropriate box (again we ask that you check/mark YES APPROVE) and type your name and date in the area provided. Once completed save the document to your computer and then email as noted above to [DavidDrake@ameritechmail.com](mailto:DavidDrake@ameritechmail.com).

We appreciate your support and action here and this action is requested to AVOID a special assessment for infrastructure work that needs to be accomplished. If you have any questions please contact our Property Manager, David Drake, at 813-636-0000 ext 311 or by the email above.