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*JPWard and Associates LLC*

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*TOTAL Commitment to Excellence*

## *Flow Way*

*Community Development District*

*Landowner's Agenda*

*December 18, 2018*



*JPWARD AND ASSOCIATES LLC*

*2900 NE 12th Terrace, Suite 1  
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# FLOW WAY COMMUNITY DEVELOPMENT DISTRICT

## Landowner's Agenda

**Date:** *December 18, 2018*  
**Time:** *3:00 P.M.*  
**Location:** *Offices of Coleman, Yovanovich & Koester, P.A*  
*4001 Tamiami Trail North, Suite 300*  
*Naples, Florida 34103*

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1. Call to Order
2. Election of a Chairperson for the Purpose of Conducting the Landowner's Meeting
3. Election of Supervisor's
  - a) Determination of the Number of Voting Units Represented or Assigned by Proxy
  - b) Nominations for Supervisor's (Three Positions)
  - c) Casting of Ballots
  - d) Ballot Tabulations and Results
4. Landowner's Question or Comments
5. Adjournment



**James P. Ward**  
District Manager

2041 NORTHEAST 6<sup>TH</sup> TERRACE  
WILTON MANORS, FL. 33305  
PHONE (954) 658-4900  
E-MAIL [JimWard@JPWardAssociates.com](mailto:JimWard@JPWardAssociates.com)

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
THE FLOW WAY COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

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**DATE:** *December 18, 2018*

**TIME:** *3:00 P.M.*

**LOCATION:** *The offices of Coleman, Yovanovich & Koester  
4001 Tamiami Trail North, Suite 300  
Naples, Florida 34103*

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Pursuant to Chapter 190, Florida Statutes, after a Community Development District ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election is intended to comply with Section 190.006(2)(b), Florida Statutes, as amended by Chapter 2004-353, Laws of Florida.

A landowner may vote in person at the Landowner's Meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each person that the landowner desires to elect to a position on the Board of Supervisors that is open for election for the upcoming term (three (3) seats on the Board will be up for election). A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. **Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.**

At the Landowners' Meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners' shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board of Supervisors that is open for election for the upcoming term. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The remaining candidates receiving votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**OFFICIAL BALLOT**

**FLOW WAY COMMUNITY DEVELOPMENT DISTRICT  
COLLIER COUNTY, FLORIDA  
LANDOWNERS MEETING – DECEMBER 18, 2018**

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the remaining candidate shall receive a two (2) year term, with the term of office for each successful candidate commencing upon election.

The undersigned certifies that the undersigned is executing this Official Ballot in his or her individual capacity as landowner, or in his or her capacity as an authorized representative of the entity named below as landowner, (hereinafter, "Landowner") and that Landowner is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Flow Way Community Development District and described as follows:

<u>Property Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

The number of authorized votes for this ballot is: \_\_\_\_\_

I, \_\_\_\_\_, in my individual capacity as Landowner; or in my capacity as an authorized representative of Landowner, an entity; or as the proxy holder pursuant to the Landowners Proxy attached hereto, do cast my votes as follows:

	<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____

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

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

NOTE: If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g., bylaws, corporate resolution, etc.).

**LANDOWNER PROXY**

**FLOW WAY COMMUNITY DEVELOPMENT DISTRICT  
LANDOWNERS MEETING – DECEMBER 18, 2018**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned hereby constitutes and appoints:

\_\_\_\_\_  
Proxy holder

For and on behalf of the undersigned to vote as proxy at the meeting of the Landowners of the Flow Way Community Development District to be held at the **offices of Coleman, Yovanovich & Koester, 4001 Tamiami Trail North, Suite 300, Naples, Florida 34103.**; said meeting published in a newspaper in Collier County; and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may come before said meeting including, but not limited to, the election of members of the Board of Supervisors and may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally come before the meeting. Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in force from the date hereof until the conclusion of the landowners meeting and any adjournment or adjournments thereof, but may be revoked at any time by notice thereof, in writing, filed with the Secretary of the Flow Way Community Development District.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**Property Description** **Acreage**

**SEE ATTACHED EXHIBIT 1**

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

The number of authorized votes for this proxy is: \_\_\_\_\_

NOTE: If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g., bylaws, corporate resolution, etc.).