

**Pelican Landing Condominium Association  
of Charlotte County, Inc**

Dear Unit Owner:

It is recommended that you give the enclosed Second Notice of the Saturday, November 7, 2020 Annual Meeting and attached Limited Proxy/Meeting Ballot your prompt attention. Please review this material, complete the Limited Proxy/Meeting Ballot, and return it as soon as possible following the instructions in the Second Meeting Notice.

To provide for social distancing, we will have limited seating in the clubhouse this year, and as a result, we are providing for remote participation by Zoom or by telephone dial-in to increase opportunities to join in. We will not be holding the meeting outdoors. In the clubhouse, we are asking that all participants observe social distancing and wear masks. Because of this situation, completing and returning the attached Limited Proxy/Meeting Ballot will be more important than ever before. It will be the only way those who join the meeting by Zoom or dial-in telephone or those who cannot join the meeting remotely or in-person can record their votes. We have two important voting issues this year. The following information may be helpful as you consider these issues:

- Waiver of audit requirement – The Board recommends voting “Yes” on this issue. We successfully completed an audit of our 2019 financials earlier this year, and the Board is not aware of any new financial circumstances that would point to the need for preparing audited financial statements for 2020. Preparing audited 2020 financial statements would cost \$4,000 more than creating compiled financial statements. Either alternative would be prepared by an independent Certified Public Accountant (CPA). Either alternative will result in year-end 2020 financial statements being made available to unit owners for review. Instead of spending the additional \$4,000 for an audit, the Board would prefer to devote those dollars to other needs.
- Transfer of the unused balance of \$90,974 from the Roof Reserve account -- \$82,440 to the Deck, Dock & Seawall Reserve and the balance of \$8,534 to the Buildings Reserve. The Board recommends voting “Yes” on this transfer of funds. The 2019 re-roofing that was paid for through insurance settlement proceeds and the previous roof reserves left us with \$90,974 of unused funds after the payment of all re-roofing expenses. Transferring \$82,440 of these funds would help us address issues associated with the aging condition of our bayside boat docks, seawall and patio deck. The Buildings Reserve has been tapped repeatedly to address on-going major building needs. The Board sees this continuing in the future in order for us to maintain our facilities, and the current Buildings Reserve balance is low. The transfer of \$8,534 to the Buildings Reserve would help improve our Buildings Reserve situation.

If you will be using the Zoom link to participate in the meeting, please ensure that you have downloaded the Zoom App and that it works on your computer prior to the meeting. If you decide to dial in by telephone, please listen to and follow the step-by-step instructions carefully. When prompted to do so, enter the Meeting ID followed by #. When the instructions ask for a “Participant ID”, you just need to enter #, as we are not issuing Participant ID’s. When you are prompted to enter the Password, please do so, followed by a #.

To ensure that your votes get recorded, please complete and send us your Limited Proxy/Meeting Ballot as soon as possible.

Sunstate Association Management Group