

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF THE
SUNSHINE WATER CONTROL DISTRICT
FOR THE ELECTION OF ONE (1) SUPERVISOR**

DATE OF LANDOWNERS' MEETING: March 17, 2020

TIME: 6:30 P.M.

LOCATION: La Quinta Inn Coral Springs
3701 N. University Drive
Coral Springs, Florida 33065

Pursuant to Chapter 298, Florida Statutes, after a Drainage and Water Control District ("District") has been established and the landowners have held their initial election, every year in the same month after the time of the initial election, there shall be a landowners' meeting for the purpose of electing members to the Board of Supervisors. The owners of land within the District shall meet at the stated time and place and elect one (1) Supervisor. The following instructions on how all landowners may participate in the election are intended to comply with Section 298.11 and Section 298.12, Florida Statutes.

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/or second motions. Candidates must be nominated and then shall be elected by a vote of the landowners.

A landowner may vote in person at the Landowners' Meeting, or if the landowner is unable to attend the Landowners' Meeting, then that landowner may assign a proxy holder to vote at the Meeting in place of the absent landowner. Whether in person or by proxy, each landowner shall be entitled to cast one (1) vote per acre of land owned by him or her and located within the District. At the election, each and every acre of assessable land in the District shall represent one (1) share, and each owner shall be entitled to one (1) vote in person or by proxy in writing duly signed, for every acre of assessable land owned by him or her within the District. Landowners owning less than one (1) assessable acre in the aggregate shall be entitled to one (1) vote. Landowners with more than one (1) assessable acre are entitled to one (1) additional vote for any fraction of an acre greater than one-half (1/2) acre, when all of the landowners' acreage has been aggregated for purposes of voting. Landowners whose assessments have not been paid for the previous year are not entitled to vote. Nominees may be elected only to a position on the Board of Supervisors that is open for election for the upcoming term. The term of office for each successful candidate shall commence upon election.

Please note that a particular real property is entitled to only one (1) vote for each eligible acre of land or fraction thereof; therefore, two (2) or more people who own real property in common, that is one (1) acre or less, are together entitled to only one (1) vote for that real property.

To be valid, each proxy must be signed by one (1) 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 (1) 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.

Proxy forms are available on the Sunshine Water Control District website at <http://www.sunshinewcd.net/> or landowners may call the District Manager's office at 561-571-0010 to request a copy of the proxy. Landowners may access the Broward County Property Appraiser website at <http://www.bcpa.net/> to print out the details relating to their property, including the street address, legal description of the property and tax parcel identification number. Landowners should have this information printed out and attached to proxy form prior to the commencement of the Landowners' Meeting. This information is necessary to validate the votes being cast. **Ballots will be provided at the meeting.**