

SAMPLE WRITTEN RECALL AGREEMENT / BALLOT

BLOCK A

This agreement is being circulated for the purpose of recalling the board members listed below, currently serving on the board of directors at _____ (*fill in name of association*). Pursuant to section 718.112(2)(j), Florida Statutes, any member of the board of administration may be recalled and removed from office with or without cause by the vote or agreement in writing by a majority of all the voting interests. Rule 61B-23.0028, Florida Administrative Code, governs recall by written agreement. This recall ballot may be used for a successive recall effort if the first recall effort is unsuccessful. Any revocation of this agreement must be in writing and delivered to the board prior to service of the recall agreement on the board.

THE BOARD MEMBERS SUBJECT TO RECALL ARE LISTED BELOW. PLEASE CAST YOUR VOTE BY MARKING EITHER THE "RECALL" OR "RETAIN" BOX NEXT TO EACH BOARD MEMBER'S NAME.
(Note that these boxes cannot be pre-marked but must be filled out by the voter.)

| | RECALL | RETAIN |
|----------------------------|--------------------------|--------------------------|
| Name of board member _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of board member _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of board member _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of board member _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of board member _____ | <input type="checkbox"/> | <input type="checkbox"/> |

BLOCK B

BALLOT FOR REPLACEMENT OF BOARD MEMBERS (use only where at least a majority of the board is being recalled)

The individuals listed below have indicated their willingness to replace the recalled board members. You may vote for these candidates by marking the box next to the candidate's name OR you may write in the name of a write-in candidate.

In any event, do not vote for more than a total of the number of directors sought to be recalled, including write-in candidates.

| | <u>In Favor of</u> |
|--|--------------------------|
| Name of replacement board member _____ | <input type="checkbox"/> |
| Name of replacement board member _____ | <input type="checkbox"/> |
| Name of replacement board member _____ | <input type="checkbox"/> |
| Name of replacement board member _____ | <input type="checkbox"/> |
| Name of replacement board member _____ | <input type="checkbox"/> |
| Write-In Candidate _____ | <input type="checkbox"/> |

BLOCK C

Unit Owner(s) (Print name)

Unit Number

By signing this document, I affirm that I am authorized in the manner required by the condominium documents to cast this vote on behalf of this unit.

Unit Owner(s) Signature

Date signed

UNIT OWNERS' REPRESENTATIVE: The person identified below has been designated as the unit owners' representative who will receive the recall agreements, open the written agreements, tally the votes, serve copies of the agreements on the board, and receive other information on behalf of the unit owners: (*below, fill in the name and address of the unit owners' representative*)

SAMPLE WRITTEN RECALL AGREEMENT INSTRUCTIONS

To recall and replace board members listed on the recall agreement, please follow the steps below:

- (1) In Block A on the attached form, place a check mark or “X” on the "RECALL" line next to the name of each board member you wish to recall and remove from the board. Place a check mark or “X” next to the board member's name on the "RETAIN" line if you are voting for the board member to remain on the board. Note that ballots may not be pre-marked. The voter must fill in the recall or retain boxes.
- (2) Place a check mark or “X” next to the names of the candidates in Block B who you wish to replace the recalled board members **OR** you may write in your own choices. **DO NOT VOTE FOR MORE THAN A TOTAL OF THE NUMBER OF DIRECTORS SOUGHT TO BE RECALLED. This includes voting for persons listed, write-in votes, or a combination.** The ballot for replacement board members in Block B should be included and filled in on the written agreement only if a majority or more of the board members are sought to be recalled. Where a majority or more of the board members are recalled, the owners have the right to name replacement board members. If less than a majority of the board is recalled, the remaining board members have the right to appoint replacements.
- (3) In Block C, print your name and unit number in the space designated. Sign the agreement in the space designated. This will affirm that you are authorized to cast the vote, in the manner required by the documents. If your unit is owned by more than one person, your documents may require that a voting certificate be filed with the association designating which owner has the authority to cast votes on behalf of the unit. If your documents require a voting certificate and one has not been filled out and delivered to the association, your vote may be rejected.
- (4) Return the executed agreement to the unit owners' representative named in the agreement in Block C.