

# **BEL MARE CONDOMINIUM ASSOCIATION, INC.**

## **FIRST NOTICE OF DATE OF ANNUAL MEETING**

### **BOARD ELECTION AND PROCEDURE FOR QUALIFYING FOR THE BOARD**

#### **To All Members:**

The ANNUAL MEETING of **BEL MARE CONDOMINIUM ASSOCIATION, INC.** will be held at the following DATE, TIME and LOCATION:

- **DATE / TIME:** December 7, 2016 at 5:00 PM
- **LOCATION:** Bel Mare Social Room, Building 1  
130 Riviera Dunes Way, Palmetto, FL 34221

The purpose of this FIRST NOTICE is to advise you of the date, time and location of the Annual Meeting and Election and to inform you of the process for qualifying for the Board. The Annual Meeting is held for the purpose of electing directors and to conduct any other business as permitted by Florida Statutes and the governing documents of the Association. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE-OF ANNUAL MEETING" which will specify the agenda and advise you of all important information concerning the Annual Meeting.

#### **QUALIFYING FOR THE BOARD**

If you wish to run for election to the Association's Board of Directors, you must, on or before **October 28, 2016**, submit a notice, in writing, of your desire to run. This notice must be delivered, in person or by mail to Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762 or hand delivered to any Member of the Board of Directors. The attached "Notice of Intent to be a Candidate for the Board" may be used for this purpose. Any unit owner or eligible person may nominate any other unit owner or eligible person if written permission has been given from the person being nominated.

You may also submit a one-page Personal Information Sheet, no larger than eight and one-half inches by eleven inches containing your qualifications and/or platform for office. **This Information Sheet must be RECEIVED by the Association on or before November 2, 2016.**

The Information Sheets, ballots and additional relevant information will be mailed to all voting members at least fourteen (14) days prior to the date of the Annual Meeting.

#### **VOTING CERTIFICATE**

Also enclosed with this First Notice is a **VOTING CERTIFICATE**. The Association is required to maintain this certificate for each unit. **Please complete the voting certificate as soon as possible and return it in the envelope provided.**

#### **EMERGENCY CONTACT FORM**

The **EMERGENCY CONTACT FORM** provides updated information that is used to contact you. It is strongly suggested that you take a moment and complete this form. If an emergency were to occur and the association did not have your contact information on file, it could result in a delay and potentially additional damage to your unit. **Please complete this form and return in the envelope provided.**

Mailed: October 5, 2016

BY ORDER OF THE BOARD OF DIRECTORS

# BEL MARE CONDOMINIUM ASSOCIATION, INC.

## NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS

To qualify to be a candidate for election to your association's Board of Directors, you must complete and sign this form. Please note, incomplete forms cannot be accepted and your name will not be added to the ballot.

I hereby place my name in nomination as a candidate for the Board of Directors. I (circle one) **am** / **am not** enclosing an Information Sheet about myself. If not enclosed, I (circle one) **will** / **will not** submit an Information Sheet by **November 2, 2016**. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

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

Print Name: \_\_\_\_\_ Unit: \_\_\_\_\_

**NOTE: Notice of Intent forms must be RECEIVED and Board Eligibility Requirements met by October 28, 2016. Information Sheets, if submitted, must be received no later than November 2, 2016.** Both can be mailed to Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762, or hand delivered to any Member of the Board of Directors.

### NOTE OF BOARD ELIGIBILITY REQUIREMENTS

Please be advised that Florida Statute 718.112(2)(d) provides as follows concerning board member eligibility:

- *A person who has been suspended or removed by the Division of Florida Condominiums, Timeshares and Mobile Homes under this chapter or who is delinquent in the payment of any fee, fine or special or regular assessment (more than 90 days delinquent in the payment of any monetary obligation due the association) is not eligible for board membership.*
- *A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction that would be considered a felony if committed in this state, is not eligible for board membership unless such felon's civil rights have been restored for a period of no less than 5 years as of the date on which such person seeks election to the board.*

### NOTE ON BOARD MEMBER CERTIFICATION

Within 90 days after being elected or appointed to the Board, each newly elected or appointed director shall certify in writing to the secretary of the association that he or she has read the association's declaration of condominium, articles of incorporation, bylaws, and current written policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members. In lieu of this written certification, the newly elected or appointed director may submit a certificate of satisfactory completion of the educational curriculum administered by a division-approved condominium education provider within 1 year before or 90 days after the date of election or appointment. The written certification or educational certificate is valid and does not have to be resubmitted as long as the director serves on the board without interruption. A director who fails to timely file the written certification or educational certificate is suspended from service on the board until he or she complies with this subparagraph. The board may temporarily fill the vacancy during the period of suspension.

# BEL MARE CONDOMINIUM ASSOCIATION, INC.

## CERTIFICATE APPOINTING THE UNIT VOTING REPRESENTATIVE ("VOTING CERTIFICATE")

To the Secretary of BEL MARE CONDOMINIUM ASSOCIATION, INC., herein after referred to as the "Association". THIS IS TO CERTIFY that the undersigned, constituting all of the owners of record of (Unit No.) \_\_\_\_\_, located in BEL MARE CONDOMINIUM ASSOCIATION, INC., have designated:

\_\_\_\_\_  
(Name of Voting Representative)

as their voting representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

### NO VOTING CERTIFICATE REQUIRED.

1. **Single Owner** - Unit owned by Jane Smith.

### VOTING CERTIFICATE REQUIRED

1. **Joint Owners - Husband and Wife** - Unit owned by Jane Smith and Bill Smith, husband and wife. Voting Certificate required and must designate either Jane or Bill as the Voting Representative. A THIRD PERSON such as a friend or another owner cannot be the voting representative.
2. **Joint Owners - Not Husband and Wife** - Unit owned by Jane Smith and her brother, Bill Smith. Voting Certificate required and must designate either Jane or Bill as the Voting Representative. A THIRD PERSON such as a friend or another owner cannot be the voting representative.
3. **Corporation, Trust, Company Owned** - Unit owned by Buckley, Inc., a corporation Voting Certificate required designating person entitled to vote, signed by President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and shall be valid until revoked by a subsequent Certificate. All owners must sign for this Voting Certificate to be Valid. Please complete this form if you do not have a voting certificate on file, or if you have changes to your current voting certificate.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
OWNER NAME (please print)

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
OWNER NAME (please print)

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
OWNER NAME (please print)

\_\_\_\_\_  
OWNER SIGNATURE

**NOTE: This document is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the Unit as the Voting Representative (not a third person).**

# BEL MARE CONDOMINIUM ASSOCIATION, INC.

Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762  
727.573.9300 • Fax: 727.573.8549  
[info@condominiumassociates.com](mailto:info@condominiumassociates.com)

## EMERGENCY CONTACT INFORMATION

PROPERTY ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_

Please complete the form below by PRINTING the requested information, sign & date and mail, fax or email to the address above. Information confidential: \_\_\_\_ Yes \_\_\_\_ No

Homeowner Name(s) \_\_\_\_\_

Resident Address \_\_\_\_\_ Unit# \_\_\_\_\_

Mailing Address if Different \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Cell# \_\_\_\_\_

Nearest Contact (relative, friend, neighbor) with a Key (in case of emergency)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Nearest Relative (in case of emergency)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

TENANT(s) \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Cell# \_\_\_\_\_

Number of Person(s) occupying unit

Adult(s) \_\_\_\_\_ Children \_\_\_\_\_

Number of Pets (and Type)

Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other \_\_\_\_\_

Vehicle(s) Make/Yr \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ TAG Number \_\_\_\_\_

PLEASE SIGN AND DATE BELOW:

\_\_\_\_\_  
Owner Signature

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

\_\_\_\_\_  
Spouse/Co-Owner Signature

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