



# **My Condominium Association First Notice of the Annual Meeting and Procedure for Qualifying for the Board**

**To: All My Condominium Association Unit Owners**

The Annual Meeting of My Condominium Association, Inc. will be held on Saturday, March 27, 2021, 10:00 a.m., at the Grumpy Grouper Banquet Room, 353 US Hwy 1, Jupiter, FL 33477. The purpose of the meeting is for the Election of Directors, and such other business as may lawfully be conducted. Subsequent to this “FIRST NOTICE” you will receive a “SECOND NOTICE OF ANNUAL MEETING” which will specify the Agenda and inform you of other important information concerning the Annual Meeting. The purpose of this notice is to advise you of:

- 1) The date, time and place of the Annual Meeting and Election of Directors,
- 2) Provide information and form for appointing a voting representative for your unit (when needed), and
- 3) The process for qualifying for the Board.

Per Paragraph 4.1 of the Association’s Bylaws and Florida Statute 718.112(2)(d)2, My Condominium Association is using staggered board member terms, where each board member serves a two-year term, and the terms of only two or three board members expire at each election. This year, the two-year terms of two of the Directors expire, and the other three Directors continue for another year. Per Florida statutes, if the number of board members whose terms expire at the annual meeting equals or exceeds the number of candidates, the candidates become members of the board effective upon the adjournment of the Annual Meeting. An election will be held when there are more candidates than vacancies.

## **Qualifying for the Board**

To be a candidate for one of the two open positions, you must give written notice to the Association no later than February 15, 2021, and it must be in the Office no later than 4:00 p.m., either by personal delivery, certified mail or by regular U.S. mail, facsimile, or other method of delivery, of your desire to run for the Board. The attached “Notice of Intent to be a Candidate for the Board” must be used for that purpose. The Association’s address is: My Condominium Association, Inc., 275 Palm Ave Apt D207, Jupiter, FL 33477. The Management office fax number is (561) 999-9999.

You may submit an Information Sheet, no larger than 8½ inches by 11 inches, containing your qualifications and/or platform for office. For this information to be included in The Second Notice of the Annual Meeting, the Association must receive this information no later than February 20, 2021.

## Voting Representative

A Voting Certificate is not needed if only one person (or a married couple) owns a unit, and you can ignore the enclosed form. If your unit is owned by a corporation or by more than one person, a Voting Certificate is enclosed with this notice for your use. To ensure our records are current, please fill out the enclosed Certificate of Appointment of Voting Representative to state who the voting representative will be for your unit.

The person designated as the voting representative will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election. Please return the completed Certificate (if needed) to my Condominium Association, Inc., 275 Palm Ave Apt D207, Jupiter, FL 33477.

## Second Notice

The Second Notice of the Annual Meeting, including Candidate Information Sheets and ballots, will be mailed to voting members no later than March 13, 2021.

FIRST NOTICE DATED AND MAILED: JANUARY 19, 2021

By Management Office

275 Palm Ave Apt D207, Jupiter, FL 33477

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Tasha Beach  
Association Secretary

Date: \_\_\_\_\_, 2021