

CRYSTAL BAY CONDOMINIUM ASSOCIATION
FIRST NOTICE OF ANNUAL MEETING, NOTICE OF ELECTION
AND PROCEDURE FOR QUALIFYING FOR BOARD

Dear Homeowner:

NOTICE IS HEREBY GIVEN, in accordance with the Florida Condominium Act, that the Annual Meeting and the Election of Directors for **CRYSTAL BAY CONDOMINIUM ASSOCIATION** will be held on **February 1, 2021 at 7:00 PM**. The meeting place will be **the Main Atrium and VIA Zoom**. The Annual Meeting of the Association will be held for the purpose of electing directors, and such other business as may lawfully be conducted. Subsequent to the "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" 30 days or not less than 14 days prior to the Annual Meeting, which Notice will specify the agenda and advise of other important information concerning the Annual Meeting.

The purpose of this Notice is to advise you of the date, time, and place of the Annual Meeting and to inform you of the process for qualifying for the Board. **In an effort to set up scheduling for the meeting and making it as safe as possible for voting purposes, the Board has decided to set up boxes in the office for those who wish to attend via Zoom, but still wish to vote. All voting must be completed on paper and cannot be completed via zoom. You will receive further instructions in the second notice.**

QUALIFYING FOR THE BOARD

Not less than 40-days prior to the annual meeting, you must give written notice, either by mail or in person to the Association of your desire to run for the Board, addressed to the Association's mailing address: Crystal Bay Condominium Association, c/o Ameri-Tech Community Management, Inc. 24701 US Highway 19 N, Suite 102, Clearwater, Florida 33763 . The attached, "NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD" may be used for that purpose.

You may submit a one (1) page Information Sheet, no larger than 8 ½ inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association not less than 35 days prior to the annual meeting.

The Information Sheet will be mailed to voting members, with the Second Notice of the Annual Meeting, not less than fourteen (14) days prior to the date of the Annual Meeting.

December 1, 2020

By Order of the Board of Directors,

Beverly Neubecker

Beverly Neubecker, LCAM
Community Manager

AMERI-TECH COMMUNITY MANAGEMENT, INC.
24701 US Highway 19 N. Suite 102, Clearwater, FL 33763 (727) 726-8000 24hrs (727) 723-1101 Fax
(Check out our website for the latest updates @ www.ameritechcompanies.com)

"Notice of Intent to be a Candidate for the Board"

I, (print name) _____, hereby place my
name for nomination as a candidate for the Board of Directors of:

CRYSTAL BAY CONDOMINIUM ASSOCIATION

I **AM** () **AM NOT** () enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in
my Information Sheet.

DATE: _____ UNIT #: _____

SIGNATURE: _____
(Signature of candidate)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER _____

THIS DOCUMENT MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 40-DAYS PRIOR TO THE ANNUAL MEETING, AND THE ONE (1) PAGE INFORMATION SHEET (OPTIONAL) MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 35-DAYS PRIOR TO THE ANNUAL MEETING.

**Return to: CRYSTAL BAY CONDOMINIUM ASSOCIATION
C/O AMERI-TECH COMMUNITY MANAGEMENT INC
24701 US HIGHWAY 19 N, SUITE 102
CLEARWATER, FLORIDA 33763**