

**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 **January 13, 2020 at 7:00 PM**. The meeting place will be **2333 Feather Sound Drive, Clearwater, FL. 33762**. 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.

**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.

November 14, 2019

*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](http://www.ameritechcompanies.com))

# CRYSTAL BAY CONDOMINIUM ASSOCIATION

Annual Members Meeting to be held on January 13, 2020 at 7:00 PM

## CORRECTION TO THE SECOND NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS

To All CRYSTAL BAY CONDOMINIUM ASSOCIATION Members,

There was an error in the Annual Meeting packet you received in regards to the Election of Directors. There are two (2) positions available for the Board of Directors, therefore, there will be an Election. The agenda has also changed to include counting the ballots and the election results.

Three (3) Homeowners have submitted their Intents to be considered as members of the Board of Directors. There are currently two (2) positions open on the 2020 Board of Directors. Enclosed are directions for casting your "Ballot" for two (2) of the candidates which you feel will best serve the Association. Nominations cannot be taken from the floor. Immediately following the Annual Meeting, the Board will meet briefly to elect Officers.

The **NEW** Agenda items are as follows:

1. Call to Order
2. Proof of Notice of the Meeting
3. Certifying of Proxies & Establish Quorum
4. Read or Waive Minutes of Last Members' Meeting
5. Candidates Have Read and Agree to Abide by Association Documents
6. Motion to Close Ballot Box
7. Election of Directors
  - Selection of 2 or 3 Non-Candidate Members to Count Ballots
8. Reports of Officers and Committees
9. Unfinished Business
10. New Business
  - a. Election Result
  - b. Seating of New Board
11. **Adjournment**

**The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.**

### **BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
  - (1) President; (2) Vice President; (3) Treasurer; (4) Secretary
4. **Adjournment**

**BY ORDER OF THE BOARD OF DIRECTORS  
BEVERLY NEUBECKER, LCAM**