

CRYSTAL BAY CONDOMINIUM ASSOCIATION

SECOND NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS

To All CRYSTAL BAY CONDOMINIUM ASSOCIATION Members,

The ANNUAL MEETING of CRYSTAL BAY CONDOMINIUM ASSOCIATION will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME:** Monday, January 08, 2024, at 7:00 PM
- **LOCATION:** Grand Atrium
2333 Feather Sound Drive
Clearwater, FL 33762

Enclosed with this notice is the Agenda for the Annual Meeting, and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of directors as well as conducting such other business as may lawfully be conducted.

There are 2 vacancies for 2-year seats, and 2 vacancies for 1-year seats [the 1-year seats fall under § 718.112 (2)(d)(9)]. As there are three candidates, I recommend three votes, with an asterisk stating that all three candidates will be elected, but the person with the fewest votes will be elected to a 1-year spot, while the two persons with the most votes will be elected to the 2-year spots. Organization will determine the positions. Nominations cannot be taken from the floor. Immediately following the Annual Meeting, the Board will meet briefly to elect Officers.

Agenda items are as follows:

1. Call to Order
2. Appoint Chairperson to the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies & Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting & Motion to Approve
6. Candidates Have Read and Agree to Abide by Association Documents
7. Motion to Close Ballot Box
8. Election of Directors
Selection of 2 or 3 Non-Candidate Members to Count Ballots
9. Reports of Officers and Committees
10. Unfinished Business
11. New Business
 1. Open Forum
 2. Election Results
 3. Seating of the New Board
12. **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**

DATE: December 08, 2023

BY ORDER OF THE BOARD OF DIRECTORS
BEVERLY NEUBECKER, LCAM

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

**CRYSTAL BAY CONDOMINIUM ASSOCIATION
PROXY**

The undersigned owner(s) or designated vote of unit/address: _____
in **CRYSTAL BAY CONDOMINIUM ASSOCIATION** hereby appoints the **Secretary** of the Association or (fill
in name), _____ as my proxy holder to **ATTEND** the Annual Membership
Meeting of **CRYSTAL BAY CONDOMINIUM ASSOCIATION** to be held on **Monday, January 08, 2024, at
7:00 PM** at the **Grand Atrium, 2333 Feather Sound Dr., Clearwater, FL 33762.**

The proxy- holder named above has the authority to vote and act for me to the same extent that I would, if
personally present, with power of substitution, including the establishment of a quorum, in all matters before
the membership, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS: You may choose to grant general powers, limited powers, or both. Check "General
Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for
which a limited proxy is not required.

_____ I authorize and instruct my proxy holder to use his or her best judgement on all other matters which
properly come before the meeting and for which a general proxy may be used.

Signature of Owner or Designated Voter:	Signature of Co-Owner	Date:
_____	_____	_____
Print Name:	Print Name:	Date:
_____	_____	_____

SUBSTITUTION OF PROXY HOLDER

The undersigned, appointed as proxy holder above, designates _____
To substitute for me in voting the proxy set forth above. (Print Name)
Dated: _____ (Signature of Proxy-holder)

This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given

VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-723-1101 or mailing to Ameri-Tech Community Management, Inc., 24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763 in the enclosed "Proxy Return Envelope".** You may also bring the proxy with you the night of the meeting. **It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.**
5. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
6. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as a proxy decides that he or she will be unable to attend the meeting

The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum

CRYSTAL BAY CONDOMINIUM ASSOCIATION
Board of Directors – Voting Ballot – January 08, 2024

*****Vote for up to Three (3) Candidates by placing an “X” in the box*****

HEBBEL II, JAMES M.

MILLS, DANA

OLSON, DAVID

**** All 3 candidates will be elected.**

The candidate with the fewest votes will be elected to serve a 1-year term (until January 2025) for the position which is vacant. The remaining two candidates with the most votes will be elected to the two 2-year positions up for regular election (until January 2026).

- After you have completed marking the ballot, it must be placed in the envelope marked **“BALLOT”**. Please print the name of your association on this envelope.
- Place this **ballot** envelope into the envelope marked **“RETURN BALLOT ENVELOPE”**.
- Please write in your unit information on the outer **“RETURN BALLOT ENVELOPE”** and sign this envelope before mailing
- NOTE: The **“RETURN BALLOT ENVELOPE”** **MUST BE SIGNED. IF THE “RETURN BALLOT ENVELOPE” IS NOT SIGNED, THE BALLOT IS VOID.**

Dear Homeowner:

As your Property Management Company, we have an obligation to make sure that our owners' rosters are correct and accurate. We want to ensure that the information Ameri-Tech has is correct.



We would appreciate your cooperation in filling out the information below and returning this form to us in the enclosed envelope provided. You may also fax or email this information to the address and fax number provided below. Your prompt attention to this matter is appreciated.

If you have an alternate mailing or email address, please provide that information so that you do not miss our important mailouts concerning your Association's meetings, community projects, and other items of business.

Please rest assured that the information you provide to us will remain confidential and the property of the Association as official records and will NOT be disseminated to anyone unauthorized.

Please Return to Ameri-Tech Community Management

24701 US Hwy 19 N Suite 102 Clearwater, FL 33763 or

E-mail to: bneubecker@ameritechmail.com or fax 727-723-1101

OWNERS UPDATED CONTACT INFORMATION

ASSOCIATION NAME: **CRYSTAL BAY CONDOMINIUM ASSOCIATON**

PROPERTY ADDRESS: _____

UNIT NUMBER: _____

Homeowner's Name(s) _____

Resident Address _____ **Unit** _____

Mailing Address (if different, alternate) _____

Home Telephone Number _____

Work Telephone Number _____

Cell Phone Number _____

Email _____

Special Instructions _____

PLEASE FILL OUT ALL INFORMATION