

**FIRST NOTICE OF
DATE OF ANNUAL MEETING
AND BOARD ELECTION OF
EMPRESS CONDOMINIUM ASSOCIATION, INC.
AND PROCEDURE FOR QUALIFYING FOR BOARD**

TO ALL MEMBERS:

On **February 5, 2018** at **7:00 PM** in the **Empress Social Room**, 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” which will specify the agenda and advise you 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 Election and to inform you of the process for qualifying for the board.

QUALIFYING FOR THE BOARD

On or before December 27, 2017, you must give written notice, either by mail or in person, to the Secretary, of your desire to run for the Board, addressed to the Association C/O Advantage Property Management, LLC, 1111 SE Federal Highway, Suite 100, Stuart, Florida 34994. The attached “Notice of Intent to be a Candidate for the Board” may be used for that purpose.

You may submit an 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 on or before January 1, 2018.

The Information Sheet and ballots will be mailed to voting members at least fourteen (14) days prior to the date of the Annual Meeting.

Dated: December 7, 2017

Respectfully Submitted,

Howard DaCosta

Howard DaCosta, LCAM
For the Board of Directors

VOTING CERTIFICATES

A voting certificate is being provided to determine who the voting representative will be for your unit if your unit is owned by more than one person or a corporation. Please note the following information about **VOTING CERTIFICATES**:

1. A **voting certificate** is for the purpose of establishing who is authorized to vote for a unit owned by **more than one person** (except if husband and wife) **or a corporation**. A voting certificate is **not** needed if a unit is owned by only one person.
2. A voting certificate is **not a proxy** and may not be used as such. Only an owner or the appropriate corporate officer may be named on a voting certificate, **not a third party**.
3. A voting certificate must be signed by **all** owners of the unit or the appropriate corporate officer.
4. A **voting certificate** is enclosed with this notice for your use, if needed.
5. The person designated in the voting certificate will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election.

**CERTIFICATE OF APPOINTMENT
OF
VOTING REPRESENTATIVE**

To the Secretary of
Empress Condominium Association, Inc.

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. (apartment) _____ in Empress Condominium Association, Inc. have designated:

(Name of Voting Representative)

as their representative to call 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:

- I. Unit owned by John Doe and his brother Jim Doe. Voting Certificate is required designating either John or Jim as the Voting Representative, **NOT A THIRD PERSON**.
- II. Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating person entitled to vote, signed by President or Vice President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- III. Unit owned by John Jones. No Voting Certificate is required.
- IV. Unit owned by Bill and Mary Rose, husband and wife. Voting Certificate **is not** required.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Dated this _____ day of _____, 201__.

OWNER

OWNER

OWNER

Note: This form **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.

**NOTICE OF INTENT TO BE
A CANDIDATE FOR THE
BOARD OF DIRECTORS OF
EMPRESS CONDOMINIUM ASSOCIATION, INC.**

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. I understand that I am responsible for the accuracy of the information contained in the Information Sheet. (Please type or print your name beneath you signature.)

Date: _____

Signature

Type or Print Name

Please note: A person who has been convicted of any felony by any court of record in the United States and who has not had his or her right to vote restored pursuant to law in the jurisdiction of his or her residence is not eligible for Board Membership.

A person who is delinquent in the payment of any monetary obligation due to the Association is not eligible to be a candidate for the Board Membership and may not be listed on the ballot.

Within 90 days, a person elected or appointed to the Board shall certify in writing that he or she has read the Associations Declaration of Condominium, Articles of Incorporation, By-Laws and current written policies.