

01/22/2025



Dear Oceanage Residents,

We are excited to announce that the **Annual Meeting** will take place on **Wednesday, March 26, 2025, at 6:00 PM**. Before the meeting, please join us for our traditional **Social Hour at 5:00 PM**, where hors d'oeuvres will be served.

Meeting Packet Contents

In the meeting packet, you will find the following documents:

1. **First Notice of Annual meeting**
2. **Notice of Intent to Be a Candidate for the Board of Directors**
3. **Voting Certificate**
4. **New 718 State Statutes for Condo Board Member, Written & Educational Requirements**
5. **Certification of Compliance 718.112(2)(d)**
6. **Code Of Ethics/Conduct**

New Requirements for Board Candidates

Starting this year, candidates for the Board of Directors must meet the following requirements:

- **Written Certificate of Compliance**
All candidates must submit a signed Written Certificate of Compliance to the Association. A template for this Certification is included in the packet.
- **Mandatory 4-Hour Educational Curriculum**
Candidates are required to complete a **4-hour educational program** approved by the Department of Business and Professional Regulation (DBPR). This training is designed to ensure candidates understand their roles and responsibilities as board members. Details about this curriculum are also included in the packet.

Code of Ethics/Conduct

Enclosed in your packet is the **Board of Ethics/Conduct Agreement**, which all Board and Committee members must review and sign. This ensures adherence to ethical standards and professional conduct while serving in leadership roles.

If you have any questions about the requirements or the process for becoming a candidate for the Board of Directors, please do not hesitate to contact us.

We look forward to seeing everyone at the Annual Meeting and appreciate your continued involvement in our Oceanage community!

THE OCEANAGE ASSOCIATION, INC.
FIRST NOTICE OF ANNUAL MEMBERS' MEETING

TO ALL MEMBERS:

This letter serves as the First Notice of the Annual Member's Meeting for The Oceanage Association, Inc. (the "Association"), which will take place at Association's Clubhouse (1650 S. Ocean Lane, Fort Lauderdale, Florida 33316) on March 26, 2025, at 6:00 p.m. The Annual Meeting will be held for the purposes of electing three (3) members to the Board of Directors, for 2-year terms, and such other business as may lawfully be conducted.

Any individual who desires to be a candidate for election to the Board of Directors must submit his or her name to Association on or before Friday, February 14, 2025, to be received no later than 11:59 p.m. If you desire to run for election to the Board, please complete the enclosed Notice of Intent to Run for Election and mail or hand deliver same to Association at 1650 South Ocean Lane Fort Lauderdale, Florida 33316, so that it is received on or before February 14, 2025, by 11:59 p.m.

Only eligible Members may run for election to the Board. A person who has been suspended or removed by the Florida Department of Business and Professional Regulation, Division of Florida Condominiums, Timeshares and Mobile Homes, or who is delinquent in the payment of any assessment due to Association as of February 14, 2025, is not eligible for board membership and may not have their name listed on the election ballot. A person who has been convicted of any felony in Florida or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction which would be considered a felony if committed in Florida, is not eligible for board membership unless the individual's civil rights have been restored for at least five (5) years as of the date the individual seeks election to the Board.

Candidates have the option to also submit an information sheet about their background and qualifications. The information sheet may not be larger than 8-1/2 inches by 11 inches (text may be included only on one side of the information sheet). The information sheet must be received by Association no later than Wednesday, February 19, 2025, failing which it will not be included in the second notice package that is mailed out to all Members at least fourteen (14) days before the election. A Ballot containing the names of all candidates will be sent to all Members with the Second Notice of the Annual Members' Meeting.

Also enclosed with this Notice is a form Voting Certificate. If you own a unit with another person you must file a voting certificate (if one is not already on file with Association) to designate the individual authorized to vote on behalf of the unit. All corporations, limited liability companies and other entities which own a unit must also file a Voting Certificate (if one is not already on file with Association) to designate the individual authorized to vote on behalf of the unit. If no Voting Certificate is on file, or you do not submit your ballot in conformity with the Voting Certificate your vote will not be counted.

Dated: 1. 22, 2025.

BY ORDER OF THE BOARD OF DIRECTORS


Sean Arena, Manager

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

To the Secretary of The Oceanage Association, Inc.:

I, _____, hereby place my name in nomination as a candidate for election to the Board of Directors for The Oceanage Association, Inc. I understand that Association must receive my Notice of Intent to run for the Board no later than Friday, February 14, 2025, at 11:59 PM, failing which I will not be eligible to run for the Board and my name will not be listed on the election ballot.

I am / am not (circle one) enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

I understand that Association must receive my Information Sheet by no later than Wednesday, February 19, 2025, failing which it will not be included in the Second Notice package that is mailed out to the Membership.

Date: _____, 2025.

Signature of Owner

(Please print or type your name here)

VOTING CERTIFICATE

To the Secretary of The Oceanage Association, Inc. (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. _____, located at _____, have designated _____ (Name of Voting Representative) as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of Association and for all other purposes provided by the Declaration of Condominium and Association's Articles of Incorporation and By-Laws.

The following examples illustrate the proper use of this Certificate:

- (1) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John or Jim as the Voting Representative (NOT A THIRD PERSON).
- (2) Unit owned by A1A Corporation, Inc., a corporation. Voting Certificate must be filed designating person entitled to vote, signed by the President or Vice-President of Corporation and attested by the Secretary or Assistant Secretary of Corporation.
- (3) Unit owned by John Jones only. No Voting Certificate required.
- (4) Unit owned by John and Jane Doe, husband and wife. Voting Certificate required designating either John or Jane as the Voting Representative (NOT A THIRD PERSON).

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

DATED this _____ day of _____, 20____.

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 (or an officer or agent of the entity owner) as the Voting Representative, not a third person.



NEW & PRESENT CONDO BOARD MEMBERS

STATE OF FLORIDA REQUIREMENTS

As of July 1, 2024, Florida's Chapter 718 of the Florida Statutes, governing condominium associations, has introduced new requirements for board members:

Certification and Education:

- **Written Certification:** Within 90 days of election or appointment, a board member must certify in writing to the association's secretary that they have read the association's declaration of condominium, articles of incorporation, bylaws, and current written policies; will work to uphold these documents and policies; and will faithfully discharge their fiduciary responsibilities to the association's members.
- **Educational Certificate:** Additionally, within the same timeframe, the board member must complete at least a **four-hour** educational curriculum approved by the Department of Business and Professional Regulation (DBPR). This curriculum covers topics such as milestone inspections, structural integrity reserve studies, elections, recordkeeping, financial literacy and transparency, levying of fines, and notice and meeting requirements.
- **Validity Period:** Both the written certification and educational certificate are valid for seven years.
- **Continuing Education:** One year after submitting the initial certifications, and annually thereafter, board members must complete at least **one hour** of continuing education on recent changes to Chapter 718 and related administrative rules.
- **Existing Board Members:** Those elected or appointed before July 1, 2024, must comply with these requirements by June 30, 2025.
- **Non-Compliance:** Failure to meet these requirements results in suspension from the board until compliance is achieved.



CERTIFICATION OF COMPLIANCE

Pursuant to Florida Statute 718.112(2)(d)

Date:

To: THE OCEANAGE ASSOCIATION INC.

I, _____, certify that:

1. Review of Governing Documents:

I have read and understand the following governing documents of the [Name of Condominium Association]:

- The Declaration of Condominium,
- The Articles of Incorporation,
- The Bylaws, and
- The Current Written Policies of the Association.

2. Agreement to Uphold:

I will work to uphold these governing documents and policies to the best of my ability.

3. Fiduciary Responsibility:

I will faithfully discharge my fiduciary responsibilities to the members of the association in compliance with Florida law.

4. Duration of Validity:

I understand that this certification is valid for seven (7) years or until I am no longer a board member, whichever occurs first.

Signature:

Printed Name:

Instructions:

- This document must be submitted to the association's secretary within **90 days** of your election or appointment to the board.
- The association must retain this document in its official records for a minimum of **seven (7) years**.



CODE OF ETHICS / CONDUCT BOARD AND COMMITTEE MEMBERS

When serving on the Board and Committees, all Members pledge to act in accordance with the following guidelines:

Duty of Care

- At all times, serve the best interest of the Association regardless of personal interests.
- Seek the advice of experts within the community when additional information may be necessary before making a decision.
- Members should act within the scope of their authority as defined by Florida Law and The Oceanage Governing Documents.

Confidentiality

- Members should never reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the Board. Members must never make unauthorized promises or commitments to a contractor or bidder. This includes providing potential vendors or suppliers with pricing or specifications without Board approval.

Conflicts of Interest

- No member may use their position or decision-making authority for personal gain or seek advantage over other owners or residents. Members will not accept gifts, favors or entertainment from members of the community, current or potential vendors, suppliers or contractors nor make promises to bidders or contractors.
- Members must disclose personal, professional, and business relationships with any company or individual who has or is seeking to have a business relationship with the Association. Members must formally recuse themselves from all discussion and votes where any conflict exists.
- No member will misreport, withhold, or conceal facts concerning the business of the Association.

Professional Behavior

- The use of profanity or personal aggressive behavior toward any other member, residents, management, staff, or service personnel will not be tolerated under penalty of removal.
- Members must be respectful to others during all meetings.
- No member shall threaten, intimidate, or harass any other member, homeowner, resident, or staff. Harassment, bullying, cyber bullying, intimidation, or offensive conduct, both verbal or physical based on gender, race, religion, or disability, will not be tolerated and may be grounds for dismissal actions by the Board of Directors.

Agreement

I hereby agree to comply with the provisions set out in this Board /Committee Members Code of Conduct.

Dated this _____ day of _____, _____.

Board / Committee Member Signature

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Print Name of Board / Committee Member / Unit Number

Updated:08/24/23