

01/22/2026



Dear Oceanage Residents,

We are excited to announce that the **Annual Meeting** will take place on **Wednesday, March 25, 2026, 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**
7. **Spending Limit Authorization**

## **Requirements for Board Candidates**

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.

**Spending Limit Authorization** Which was approved by the board all candidates and board members must sign.

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

**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 25, 2026, at 6:00 p.m. The Annual Meeting will be held for the purposes of electing four (4) 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 13, 2026, 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 13, 2026, by 11:59 p.m.

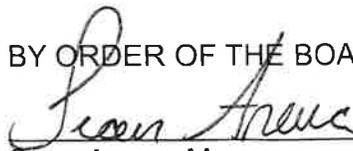
Only eligible Members may run for election to the Board. A person who has been suspended or removed by the Florida Department of Business and Professional Regulation, Division of Florida Condominiums, Timeshares and Mobile Homes, or who is delinquent in the payment of any assessment due to Association as of February 13, 2026, 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 18, 2026, to be received no later than 11:59 PM, 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: January 22, 2026

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 13, 2026, 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 18, 2026, failing which it will not be included in the Second Notice package that is mailed out to the Membership.

Date: \_\_\_\_\_, 2026.

\_\_\_\_\_  
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.

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\_\_\_\_\_  
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**



## SPENDING LIMIT AUTHORIZATION POLICY

### 1) Purpose

This policy establishes the authorization limits for expenditures by members of the Board of Directors and management within the Oceanage Association. Its goal is to maintain the financial integrity and create operational efficiency of the Oceanage Association.

### 2) Guidelines

- a) The Finance Committee prepares an annual budget that is approved by the Board of Directors. The annual budget details all projected revenues and expenses within general ledger accounts.
  - i) The annual budget will include an analysis by the Finance and Building committees of the Reserve Balance and Reserve Capital Needs on a yearly basis which will be presented and approved by the Board of Directors along with the annual operating budget. This analysis will support the Reserve funding amounts included in the annual budget.
  - ii) A 3rd Party Reserve Consultant will be engaged by the Board of Directors to prepare a Reserve Study on a periodic basis (no greater than every 3 years)
- b) The Finance Committee continually monitors all expenditures to ensure compliance with this policy's intent.
- c) The Property Manager monitors both the daily and monthly financial activities, ensuring that spending aligns with the budget set forth by the Board of Directors. All expenditure requests must be submitted through the Property Manager.
- d) The Association may issue a credit card to the Property Manager with a spending limit of \$10,000, subject to authorization limits outlined below.
- e) Requests for payments require written approvals in the form of signatures, e-signatures, emails, or other hard copy documentation.
- f) Enforcement of this policy falls within the responsibilities of the Property Manager.
- g) Committee chairs and committee members who are not members of the Board of Directors are not authorized to direct the Property Manager to proceed with any commitments or expenditures.

### 3) Required Authorizations

- a) All check disbursements from the Association's bank accounts must be authorized by two Board of Directors members' signatures.
- b) Electronic disbursements require the approval of the President and Treasurer.
- c) The Property Manager may approve budgeted, non-recurring expenditures up to \$5,000.
- d) Budgeted, non-recurring expenditures greater than \$5,000 require the approval of two board members, preferably the President and Treasurer.
- e) Commitments greater than \$15,000 require the approval of a majority of the Board of Directors.
- f) The Property Manager may approve contracts of less than six months that do not include a cancellation fee and do not exceed \$10,000. Contracts exceeding this duration and/or amount require the approval of a majority of the Board of Directors.
- g) Three competitive bids must be obtained for any non-recurring expenditure over \$15,000 unless an exception is made for preferred vendors/contractors or other special circumstances. Such exceptions require the approval of the President and the Treasurer with the rationale for vendor selection documented.
- h) For work performed for capital project contracts that have been previously approved by the Board of Directors, the related vendor requisitions must first be approved by the Chairman of the Building Committee prior to approval by the President and the Treasurer.
- i) In emergencies, expenditure authorizations may be approved by either the President or Treasurer.

I have read and agree to the terms of this policy.

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Board Member Name

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Signature

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Date

**THE OCEANAGE ASSOCIATION, INC.**  
**SECOND NOTICE OF ANNUAL MEETING AND DATE OF ELECTION**

TO ALL MEMBERS:

On March 25, 2026, at 6:00 p.m., at the Condominium Clubhouse (1650 South Ocean Lane, Fort Lauderdale, Florida 33316), the Annual Meeting of the Membership of The Oceanage Association, Inc. (the "Association") will be held for the purpose of seating the new members on the Board of Directors ("Board") and such other business as may be lawfully conducted. As the Association received five (5) Notices of Intent for service on the Association's Board and subsequent to receipt of same, the written withdrawal of one of the candidates for service on the Board, there are four (4) candidates for the four (4) open positions on the Board. As a consequence, no election is required pursuant to Section 718.112(2)(d)2., Florida Statutes. The four (4) Board members to be seated on the Board this year, for two (2) year terms, are Michael Crowley, Christopher Hoppood, Fred Massaro, Jr. and Edward Nappa. Such Directors shall be seated at the Annual Meeting, which meeting shall be followed by an Organizational Meeting of the Board.

**AGENDA**

**MEMBERSHIP ANNUAL MEETING AGENDA**

The following is the agenda for the Annual Meeting:

- (a) Election of a chairman of the meeting and establishment of a quorum;
- (b) Proof of notice of the meeting or waiver of notice;
- (c) Reading and disposal of any unapproved minutes;
- (d) Reports of officers;
- (e) Reports of committees;
- (f) Unfinished business, if any;
- (g) New business - Blue Stream internet presentation;
- (h) Seating the new Board members;
- (i) Adjournment.

The following is the agenda for the Meeting of the Board:

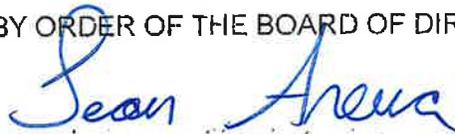
**BOARD MEETING AGENDA**

- (a) Establishment of a Quorum
- (b) Establishment of Proper Notice
- (c) Reading of the Minutes
- (d) Election of Officers
- (e) Disband Committees and Committee appointments
- (f) Adjournment

One-third (1/3) of the votes in the Association must be present at the Annual Meeting, in person or by proxy, to constitute a quorum. If a quorum is in attendance, the Association will conduct all business scheduled for the Annual Meeting. If a quorum is not present, only the Board of Directors will be seated.

Also enclosed with this Notice is a proxy form. The proxy is for the purpose of allowing another person to represent your attendance at the Annual Meeting in the event you are unable to attend, which will assist in establishing a quorum for the meeting, and to allow your vote on the proposed amendments to be counted. If you are unable to attend the Meeting, please submit your proxy, so that a quorum can be established and so that your vote on the proposed amendments may be counted. Please note that your proxy holder must actually be present at the meeting in order for your proxy to be valid.

BY ORDER OF THE BOARD OF DIRECTORS



Sean Arena, Property Manager

Dated: March 5, 2026.

**GENERAL PROXY**

Know All Men by These Presents:

That the undersigned owner(s) or their voting member of Unit No. \_\_\_\_\_ in the Oceanage Condominium hereby appoint(s) \_\_\_\_\_, as nominee, as my true and lawful attorney and proxy with full powers of substitution for and in the names, place and stead of the undersigned, to appear, on behalf of the undersigned at the Annual Members' Meeting of **The Oceanage Association, Inc.** scheduled for **Wednesday, March 25, 2026 at 6:00 P.M.** at The Oceanage Clubhouse, located at 1650 S. Ocean Lane, Fort Lauderdale, Florida 33316. (In the event no name is inserted as proxy, the undersigned appoints the Secretary of the Association, on behalf of the Board of Directors).

The undersigned hereby ratifies and confirms any and all acts and things that said proxy may do or cause to be done in the premises, whether at said meeting or at any change, adjournment or continuation thereof and hereby revokes all prior proxies heretofore executed.

Dated: \_\_\_\_\_, 2026.  
Owner(s) or Voting Representative

\_\_\_\_\_  
\_\_\_\_\_

This proxy must be signed by the owner of the Unit or if the Unit is owed by more than one person or by an entity by the designated voting representative.

This proxy must be filed with Association's Property Manager prior to the meeting scheduled for **March 25, 2026 at 6:00 P.M.**

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The following information is for completion by the named proxy if such individual is unable to attend the meeting and should not be completed by the owner(s).

Substitution of Nominee

The undersigned proxy, who is the proxy holder named in this proxy, does hereby designate as the undersigned proxy's nominee \_\_\_\_\_ to act as proxy as set forth in the attached proxy.

Dated: \_\_\_\_\_, 2026

\_\_\_\_\_  
Signature of Proxy Holder