

DOLLY BAY CONDOMINIUM ASSOCIATION, INC.

FIRST NOTICE OF DATE OF ANNUAL MEETING

BOARD ELECTION AND PROCEDURE FOR QUALIFYING FOR THE BOARD

To All Members:

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

- **DATE / TIME:** January 3, 2024 at 6:30 PM
- **LOCATION:** Dolly Bay Clubhouse, 2533 Dolly Bay Dr., Palm Harbor, FL 34684

The purpose of this FIRST NOTICE is to advise you of the date, time and location of the Annual Meeting and Election and to inform you of the process for qualifying for the Board. The Annual Meeting is held for the purpose of electing directors and to conduct any other business as permitted by Florida Statutes and the governing documents of the Association. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" which will specify the agenda and advise you of important information concerning the Annual Meeting.

QUALIFYING FOR THE BOARD

The following Board member terms are expiring: Janet Mueller: President, Dick Murdock: Director, Mike Black: Director

If you wish to run for election to the Association's Board of Directors, you must, on or before November 24, 2023, submit a notice, in writing, of your desire to run. This notice must be delivered, in person or by mail to Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762, or scanned and emailed to info@condominiumassociates.com. The attached "Notice of Intent to be a Candidate for the Board" may be used for this purpose.

You may also submit a one-page Personal Information Sheet, no larger than eight and one-half inches by eleven inches containing your qualifications and/or platform for office. **This Information Sheet must be RECEIVED by the Association no later than November 29, 2023.**

The Information Sheets, ballots and additional relevant information will be mailed to all voting members at least fourteen (14) days prior to the date of the Annual Meeting.

EMERGENCY CONTACT FORM

The **EMERGENCY CONTACT FORM** provides updated information that is used to contact you. It is strongly suggested that you take a moment and complete this form. If an emergency were to occur and the association did not have your contact information on file, it could result in a delay and potentially additional damage to your unit. **Please complete this form and return per the instructions provided.**

ADDITIONAL IMPORTANT INFORMATION ENCLOSED WITH THIS PACKET

- Instructions to **OPT IN** for Electronic Voting. **ALL OWNERS ARE ENCOURAGED TO DO THIS.**

Mailed on or before: November 3, 2023

BY ORDER OF THE BOARD OF DIRECTORS

DOLLY BAY CONDOMINIUM ASSOCIATION, INC.

NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS

To qualify to be a candidate for election to your association's Board of Directors, you must complete and sign this form. Please note, incomplete forms cannot be accepted, and your name will not be added to the ballot.

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. If not enclosed, I (circle one) **will** / **will not** submit an Information Sheet by **November 29, 2023**. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

Signature: _____ Date: _____

Print Name: _____ Unit: _____

NOTE: Notice of Intent forms must be RECEIVED by November 24, 2023. Information Sheets, if submitted, must be received no later than November 29, 2023. Both can be mailed to Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762, or scanned and emailed to info@condominiumassociates.com.

NOTE OF BOARD ELIGIBILITY REQUIREMENTS

Please be advised that Florida Statute 718.112(2)(d) provides as follows concerning board member eligibility:

- *A person who has been suspended or removed by the Division of Florida Condominiums, Timeshares and Mobile Homes under this chapter or who is delinquent in the payment of any fee, fine or special or regular assessment (more than 90 days delinquent in the payment of any monetary obligation due the association) is not eligible for board membership.*
- *A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction that would be considered a felony if committed in this state, is not eligible for board membership unless such felon's civil rights have been restored for a period of no less than 5 years as of the date on which such person seeks election to the board.*

NOTE ON BOARD MEMBER CERTIFICATION

Within 90 days after being elected or appointed to the Board, each newly elected or appointed director shall certify in writing to the secretary of the association that he or she has read the association's declaration of condominium, articles of incorporation, bylaws, and current written policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members. In lieu of this written certification, the newly elected or appointed director may submit a certificate of satisfactory completion of the educational curriculum administered by a division-approved condominium education provider within 1 year before or 90 days after the date of election or appointment. The written certification or educational certificate is valid and does not have to be resubmitted as long as the director serves on the board without interruption. A director who fails to timely file the written certification or educational certificate is suspended from service on the board until he or she complies with this subparagraph. The board may temporarily fill the vacancy during the period of suspension.

ELECTRONIC VOTING OPT IN INSTRUCTIONS

**DEADLINE FOR ELECTRONIC VOTING IS January 3, 2024
WHEN ANNOUNCED AFTER THE START OF THE ANNUAL MEETING**

DOLLY BAY CONDOMINIUM ASSOCIATION, INC. Board of Directors has approved a resolution to authorize electronic voting in accordance with the requirements of Florida statutes. Electronic voting is available now, but you must opt-in. It is our goal to have all homeowners participate in electronic voting. If you have not opted in yet or have not received an invitation via email, please follow the instructions below.

(Must have valid email address)

Log in to your community website portal.

Click on 'Online Voting' on the Menu Bar at the top of the page.



Scroll down and click on 'Vote Now' and follow the instructions.

Click the button below to cast your vote. Voting is limited to one (1) vote per household. An emailed receipt confirming your vote will be sent after you cast your vote.

Click Here to Access Online Voting



DOLLY BAY CONDOMINIUM ASSOCIATION, INC.

Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762
727-573-9300 • Fax: 727-573-8549
info@condominiumassociates.com

EMERGENCY CONTACT INFORMATION

Please complete the form below by **PRINTING** the requested information, sign & date and mail, fax or email to the address above.

Homeowner Name(s) _____
Property Address _____ Unit# _____
Mailing Address if Different _____
Cell Phone Number _____
Home Phone Number _____
Work Phone Number _____
E-mail _____

Emergency Contact Information 1

Name _____ Phone _____
E-mail _____
Do they have a key to your unit? _____

Emergency Contact Information 2

Name _____ Phone _____
E-mail _____
Do they have a key to your unit? _____

Vehicle(s)	Make/Yr.	Model	Color	TAG Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE SIGN AND DATE BELOW:

Owner Signature *Date:* *Spouse/Co-Owner Signature* *Date:*