

# FLORIDA CLUB CONDOMINIUM ASSOCIATION, INC.

500 Florida Club Blvd, St. Augustine, FL 32084, (904)829-8115, fax (904)829-8078

## Notice of Annual Membership Meeting and First Notice of Election

To: ALL ASSOCIATION MEMBERS

**PROPER NOTICE** is hereby given on September 27, 2010 of the **ANNUAL MEETING** of the members and **ELECTION OF DIRECTORS** to all members of the association at their last known address on record. The Florida Club Condominium Association, Inc. will hold the Annual Meeting and Election of Directors at the following date, time and place:

**DATE: December 13, 2010, Monday**  
**HOUR: 6:00 P.M.**  
**PLACE: Florida Club Condominiums, Clubhouse**  
**500 Florida Club Blvd**  
**St. Augustine, FL 32084**

**VOTING:** There shall be allowed only (1) vote *per unit*.

**VOTING CERTIFICATES:** (It will only be necessary to complete the VOTING CERTIFICATE if you are a new owner in 2010, OR you are changing the person who will be voting, as the Association office has on file all voting certificates previously submitted by owners.) If title to your property is held in more than one name you must file with the association, a VOTING CERTIFICATE. This form is enclosed and should be completed and returned to the association *prior to December 13, 2010*. ALL owners of the parcel or the authorized representative, or other legal entities must sign the Voting Certificate. If your property is owned in the name of a corporation, partnership, trust or other legal entity, you must file a Voting Certificate signed by the authorized member or members or the legal entity and designate the person entitled to cast a vote.

**ELECTION OF DIRECTORS:** In addition to the Annual Meeting, the unit owners shall be electing persons to fill the 5 (five) seats on the Board of the Association. The election shall coincide with the meeting and shall be conducted on **December 13, 2010**. If there is the same number of candidates as vacancies or fewer candidates than vacancies no election is required.

**DIRECTOR CANDIDATES:** If you are eligible to be a Board member, and desire to have your name placed on the ballot of potential Board candidates to be considered at the election, you must send written notice to the Florida Club Condominium Association, Inc, Board of Directors, *no later than November 8, 2010*, either by (1) certified mail, (2) return receipt requested, (3) personal delivery, (4) first class mail, (5) facsimile transmission, (6) telegram, (7) or other method of delivery to:

**Florida Club Condominium Association, Inc.**  
**500 Florida Club Blvd**  
**St. Augustine, FL 32084**  
**(904)829-8115 (phone)**  
**(904)829-8078 (fax)**

\*A person who has been convicted of a 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 ineligible to serve on the board.

\*Candidates must be a unit owner on record (by way of deed or title) at the association office at the time of notice.

\*Co-owners are not allowed to serve on the board at the same time unless they own more than one unit or there are not enough eligible candidates to fill the vacancies on the board at the time of the vacancies.

\*Unit owners who are delinquent with their regular assessments or those who have outstanding fines or special assessments to the association 90 days or more are also ineligible to serve on the board.

\*Within 90 days of being elected to the board, each newly elected director must certify in writing that he or she has "read the association's declarations of condominium, articles of incorporation, bylaws, and current written policies;" and that he or she will work to uphold the documents, and "will faithfully discharge his or her fiduciary responsibility to the association's members." Alternatively, they may submit a certificate of satisfactory completion of the educational curriculum administered by a division-approved condominium education provider.

Additionally, if you so desire, you may provide to the Association **no later than November 13, 2010** a one page, one-sided 8 ½" X 11" information sheet regarding yourself to be distributed to all unit owners. The information sheet must be mailed or personally delivered to the Florida Club Condominium Association, Inc. by the stated date. The original copy provided by the candidate shall become part of the official records of the Association. The Association shall mail or deliver to the eligible voters at the addresses listed in the official records a second notice of the election, together with a ballot and any information sheets timely submitted by the candidates no less than 14 days and no more than 34 days prior to the election.

**PROXIES:** If you cannot be present for the meeting, it is important for you to designate a proxy both so that the necessary quorum requirements can be met, and your proxy can vote for you on the issues at the meeting. A proxy form is enclosed and should be completed and returned to the association in the envelope provided. The proxy form must be signed either by all owners, or by the owner designated in the Voting Certificate. **PROXIES CANNOT BE USED TO ELECT DIRECTORS, ONLY WRITTEN BALLOTS ARE PROPER FOR ELECTIONS.**

**AGENDA:** The meeting agenda is included with this notice.

**POSTING:** This notice with attached agendas has also been posted on the community property.

**BOARD MEETING:** As required by the bylaws of this association, an organizational meeting of the Board of Directors will be held immediately following, and at the same place as, the annual meeting of members. As with any meeting, all unit owners are invited.

#### **ANNUAL MEMBERSHIP MEETING AND ELECTION OF DIRECTORS AGENDA**

**December 13, 2010, Monday, 6:00 P.M.  
Florida Club Condominiums, Clubhouse  
500 Florida Club Blvd  
St. Augustine, FL 32084**

**Calling to Order**  
**Quorum Requirements Established**  
**Proof of Notice of Meeting**  
**Reading and Disposal of Minutes**  
**Reports of Officers**  
**Election of Directors**  
Confirmation of the Eligibility for Voting  
Counting of Qualified Ballots  
Installation of New Board Members  
**Adjournment**

**BOARD OF DIRECTORS MEETING AGENDA**  
(Immediately following the Annual Meeting and Election of Directors)

**Calling to Order**  
**Proof of Notice of Meeting**  
**Election of Officers**  
**Adjournment**

**Marian L. Morton** (signature on file/affidavit)

September 27, 2010

Notice provided by: \_\_\_\_\_

Marian L. Morton, Community Association Manager  
On behalf of, the Florida Club Condominium Association, Inc.

\_\_\_\_\_ Date

# FLORIDA CLUB CONDOMINIUM ASSOCIATION, INC.

## Limited Proxy Form

**INSTRUCTIONS: If you do not plan to be present for the meeting**, it is important that you complete and return this proxy so that a quorum can be obtained. Please fill in the name of the person you desire to vote on your behalf (this proxy holder must be a unit owner of the Florida Club Condominium Association, Inc.). Please sign and return this proxy to the Association prior to the Annual Meeting on December 13, 2010.

I/We, the undersigned, being either all the owners of, or the person designated to vote by a valid Voting Certificate for the Building #\_\_\_\_\_, Unit#\_\_\_\_\_ at Florida Club Condominiums appoints the President of the association, his designee, or \_\_\_\_\_ and proxy with powers of substitution for and in the name and place of the undersigned, to appear, represent, and cast votes and to use his or her best judgment on all matters which properly come before the meeting at the Florida Club Condominium Association, Inc. on December 13, 2010 in the Florida Club Condominiums Clubhouse at 500 Florida Club Blvd, St. Augustine, FL 32084.

**Please check the powers you are designating your proxy holder;**

\_\_\_\_\_ (General Powers) I authorize and instruct my proxy to use his best judgment on all matters, which properly come before the meeting.

\_\_\_\_\_ (Limited Powers) I authorize and instruct my proxy to act only on the following matters:

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***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.***

\_\_\_\_\_  
Signature of Unit Owner on Voting Certificate

\_\_\_\_\_  
Date

FLORIDA CLUB CONDOMINIUM ASSOCIATION, INC.

VOTING CERTIFICATE

(It will only be necessary to complete the VOTING CERTIFICATE if you are a new owner in 2010, OR you are changing the person who will be voting, as the Association office has on file all voting certificates previously submitted by owners.)

UNIT OWNER (S) OF BUILDING # \_\_\_\_\_ UNIT # \_\_\_\_\_

\_\_\_\_\_  
Owner 1 (please *print* name)

\_\_\_\_\_  
Owner 3 (please *print* name)

\_\_\_\_\_  
Owner 1 (please *sign* name)

\_\_\_\_\_  
Owner 3 (please *sign* name)

\_\_\_\_\_  
-

\_\_\_\_\_  
Owner 2 (please *print* name)

\_\_\_\_\_  
Owner 4 (please *print* name)

\_\_\_\_\_  
Owner 2 (please *sign* name)

\_\_\_\_\_  
Owner 4 (please *sign* name)

We, being all of the owners of the said property do hereby certify that the following named ONE of us is the authorized voter for the foregoing parcel, and shall remain such designated voter until this certificate is revoked by subsequent certificate.

\_\_\_\_\_  
NAMED AUTHORIZED UNIT OWNER/VOTER

\_\_\_\_\_  
DATE THIS FORM COMPLETED