

# **Harbor Pointe Condominium Association, Inc.**

7 Indian River Ave, #1206, Titusville, FL 32796

Office 321-383-7580 FAX 321-383-7581

## **FIRST NOTICE OF ANNUAL MEMBERSHIP MEETING AND ELECTION OF 2022 BOARD OF DIRECTORS**

**MEETING DATE:** Thursday, April 7, 2022

**MEETING TIME:** 7:00 PM (Sign in starts at 6:30pm)

**PLACE:** Harbor Pointe Clubhouse

**THE PURPOSE OF THIS MEETING** is to discuss and vote on any membership business that will be covered on the agenda. In order to hold an Annual Meeting of the Members, a required quorum of members must be established. **If you will not be able to attend the meeting, please complete the enclosed proxy and return it before the Annual Meeting on April 7, 2022.**

**BOARD MEMBER NOMINEES:** There are a total of five (5) director positions available. If you wish to be considered as a candidate for the Board of Directors, please complete the enclosed Candidate Intent form and return it to the Association (40 days prior to the Annual Meeting) on or before **February 26, 2022**. An additional Candidate Information sheet is optional but must be returned (no later than 35 days prior to Annual Meeting) by **March 3, 2022**.

**QUORUM REQUIREMENTS:** The Annual Meeting requires a quorum of the Membership in order to properly conduct business at the meeting. This requires a majority of the Owners eligible to vote to be present either in person or by Proxy. **This can be accomplished with a majority of the Proxies being returned by email, fax, regular mail, placed in the box inside the clubhouse or by your attendance at the meeting.** For the Election of Directors, no quorum requirement is necessary; however, at least 20% of the eligible voters must cast a ballot in order to have a valid election. No Unit Owner shall permit any other person to vote his ballot.

This notice is submitted for the purpose of soliciting candidates for the Board of Directors. A Final Notice packet will be mailed at least 14 days prior to the Annual Meeting. The packet will include the Annual Meeting Agenda, Ballot and a Ballot return envelope, which may be completed and mailed back to the Association if you will be unable to attend the meeting, or retained by you to cast your vote in person at the meeting.

A brief Organizational Meeting of the new Board of Directors will be held either following adjournment of the Annual Meeting, or within 10 days of the meeting, as required by Statute. The Board President, Secretary, Treasurer, and any other officers will be determined at this meeting.

**Enclosures:** Candidate Intent / Information Form, Proxy

Please contact Elisha Crean, LCAM, at the Harbor Pointe on-site office, or by email at [ecrean@lelandmanagement.com](mailto:ecrean@lelandmanagement.com) should you have any questions.

**Harbor Pointe Condominium Association, Inc.**

7 Indian River Ave. #1206, Titusville, FL 32796

Phone: 321-383-7580 Fax: 321-383-7581

Email: ECrean@LelandManagement.com

**NOTICE OF INTENT TO BE A CANDIDATE**

I, \_\_\_\_\_, hereby place my name in nomination as candidate for the **Board of Directors of the Harbor Pointe Condominium Association, Inc.**, for the **Annual Election** to take place on **April 7, 2022 at 7:00 PM**. I understand that I am responsible for the accuracy of the information contained in the Information Statement. I certify that I am neither a convicted felon nor lacking the right to vote in the jurisdiction of my personal residence. Florida Statute 718.112 (d) 4 b requires that within 90 days of taking office, directors shall certify that they have read, understand and will comply with the association documents or satisfactorily complete state approved curriculum for condominium boards. The top portion of this form must be received by the Association at the address above no later than **February 26, 2022** in order for your name to appear on the ballot.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On-site Address: \_\_\_\_\_

Mailing Address (If Different): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CANDIDATE INFORMATION SHEET**

Information can be included below or provided on a separate 8 1/2" x 11" sheet. This information will be mailed to the membership in the Final Notice packet and must be received by the Association at the address listed above by **March 3, 2022**.

**PERSONAL BACKGROUND:**

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

**PRIOR ASSOCIATION EXPERIENCE:**

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

**COMMENTS ABOUT BOARD CANDIDACY:**

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

# HARBOR POINTE CONDOMINIUM ASSOCIATION, INC.

## PROXY - GENERAL

Print Name of OWNER: \_\_\_\_\_

Property Address: \_\_\_\_ Indian River Ave, Unit # \_\_\_\_\_, Titusville, FL 32796

As the Owner & Voter of Record on the above property, I hereby appoint the following individual:  
**CHECK (ONE) OPTION: note this person must attend the meeting for your proxy to be counted**

The Secretary of the Association

**OR**

Insert Name here: \_\_\_\_\_

to serve as my proxy at the Harbor Pointe Condominium Association, Inc. Members' Meeting to be held promptly at Harbor Pointe Condominium Association, 9 Indian River Ave, Titusville, Florida 32796 on **Thursday, April 7, 2022 at 7:00PM in the Harbor Pointe Clubhouse.**

### GENERAL POWERS

I hereby authorize and instruct my proxy to use his or her best judgment **on all procedural matters** that properly come before the meeting. This proxy may be **used to establish a quorum but CANNOT be used to cast a ballot in an election.**

The undersigned ratifies and confirms any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation of it, and revokes all prior proxies previously executed. This proxy must be received by the Association no later than the date and time for the meeting.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature of **Voter of Record**

(This proxy shall not be valid for a period longer than 90 days after the date of the first meeting for which it was given.)

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**“Substitution Proxy – if needed” to be completed by ASSOCIATION OFFICE only**

### SUBSTITUTION OF PROXY

The undersigned, as above Appointed Proxy does hereby designate \_\_\_\_\_ as substitute for me in the proxy as set forth above.

Date: \_\_\_\_\_ PROXY HOLDER: \_\_\_\_\_