

**FIRST NOTICE OF DATE OF ANNUAL MEETING
AND BOARD ELECTION OF
TEQUESTA GARDEN CONDOMINIUM ASSOCIATION, INC.
AND PROCEDURE FOR QUALIFYING FOR BOARD**

TO ALL MEMBERS:

On **Monday, March 6, 2023 at 2:00 PM**, in the **Tequesta Garden Clubhouse, 10 Westwood Avenue, Tequesta, FL 33469**, the Annual Meeting of the Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" that will specify the agenda and advise of other important information concerning the Annual Meeting.

The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and Election and to inform you of the process for qualifying for the Board.

QUALIFYING FOR THE BOARD

On or before **Wednesday, January 25, 2023**, you must give written notice to the Association of your intent to run for the Board. The enclosed "Notice of Intent to be a Candidate for the Board" may be used for that purpose. **Please note that if the deadline to receive the Notice of Intent to be a Candidate falls on a day when the Association Office is closed, the deadline is NOT extended. The Notice of Intent to be a Candidate must be received by the Association no later than the stated deadline and it is the Candidate's responsibility to ensure timely receipt by the Association.** The notice can be sent via regular mail or hand-delivery to the Association's mailing address: **Tequesta Garden Condominium Association, Inc., 10 Westwood Avenue, Tequesta, FL 33469** or via e-mail to: **daryl@tequestagarden.com** or via facsimile to: **561-747-5043**.

You may submit an Information Sheet, on only 1 side of a page no larger than 8-1/2 inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association on or before **Monday, January 30, 2023**.

The ballots and timely submitted Information Sheets will be mailed to voting members, with the Second Notice of the Annual Meeting, not less than **fourteen (14)** days prior to the date of the Annual Meeting.

VOTING CERTIFICATE

A voting certificate is being provided to determine who the voting member will be for your unit, if your unit is owned by a trust or, to the extent permitted by the Declaration, another entity. **FORGERY OF A VOTING CERTIFICATE USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD-DEGREE FELONY.** Please note the following information about VOTING CERTIFICATES:

1. A voting certificate is for the purpose of establishing who is authorized to vote for a unit owned by a trust or, to the extent permitted by the Declaration, another entity. A voting certificate is not needed if the unit is owned by one or more persons.

2. A voting certificate is not a proxy and cannot be used as such. A representative, officer, employee or agent entitled to cast the unit's vote shall be named on a voting certificate, **not a third party.**

3. A voting certificate must be signed by an authorized representative of the trust or permitted entity.
4. A voting certificate is enclosed with this notice for your use, if needed.
5. The person designated in the voting certificate will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election.

Dated: 1 | 2, 2023.

BY ORDER OF THE BOARD OF DIRECTORS

Nancy Heines

Nancy Heines, Secretary

**NOTICE OF INTENT TO BE A CANDIDATE
FOR THE BOARD OF DIRECTORS
OF TEQUESTA GARDEN CONDOMINIUM ASSOCIATION, INC.**

I, (print name) _____, hereby place my name in nomination as a candidate for the Board of Directors. I understand that I am responsible for the timely delivery of this Notice of Intent. I (circle one) am/am not enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

Unit No.: _____

Date: _____, 202____. SIGNATURE: _____

PLEASE NOTE: UNDER THE AMENDED PROVISIONS OF THE CONDOMINIUM ACT, YOU WILL NOT BE ELIGIBLE FOR BOARD MEMBERSHIP IF ANY OF THE FOLLOWING APPLY:

- I. IN A CONDOMINIUM WITH MORE THAN 10 UNITS, IF YOU AND A CO-OWNER OF YOUR UNIT WOULD SERVE ON THE BOARD AT THE SAME TIME, UNLESS YOU OWN MORE THAN ONE UNIT OR UNLESS THERE ARE NOT ENOUGH ELIGIBLE CANDIDATES TO FILL THE VACANCIES ON THE BOARD AT THE TIME OF THE VACANCY;**

- II. YOU WERE A DIRECTOR WHO WAS SUSPENDED OR REMOVED BY THE DIVISION AND SUCH SUSPENSION OR REMOVAL TIME PERIOD IS STILL IN EFFECT ON WEDNESDAY, JANUARY 25, 2023;**

- III. ON WEDNESDAY, JANUARY 25, 2023, YOU ARE DELINQUENT IN THE PAYMENT OF ANY REGULAR OR SPECIAL ASSESSMENT OWED TO THE ASSOCIATION;**

- IV. YOU WERE CONVICTED OF A FELONY IN FLORIDA OR CONVICTED OF AN OFFENSE IN ANOTHER JURISDICTION THAT WOULD BE CONSIDERED A FELONY IN FLORIDA (UNLESS YOUR CIVIL RIGHTS HAVE BEEN RESTORED FOR AT LEAST FIVE YEARS AS OF WEDNESDAY, JANUARY 25, 2023;**

- V. YOU ARE A DIRECTOR CHARGED WITH A FELONY THEFT OR EMBEZZLEMENT OFFENSE INVOLVING THE ASSOCIATION'S FUNDS OR PROPERTY AND SUCH CRIMINAL CHARGE IS PENDING AS OF WEDNESDAY, JANUARY 25, 2023; AND/OR**

- VI. YOU HAVE A CRIMINAL CHARGE PENDING INVOLVING FORGERY OF A BALLOT ENVELOPE OR VOTING CERTIFICATE USED IN A CONDOMINIUM ASSOCIATION ELECTION, THEFT OR EMBEZZLEMENT OF FUNDS OF A CONDOMINIUM ASSOCIATION, OR THE DESTRUCTION OF OR REFUSAL TO ALLOW INSPECTION OR COPYING OF AN OFFICIAL RECORD THAT IS ACCESSIBLE TO OWNERS IN FURTHERANCE OF ANY CRIME.**

CERTIFICATE APPOINTING VOTING MEMBER

To the Secretary of **Tequesta Garden Condominium Association, Inc.** (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. _____ in **Tequesta Garden Condominium**, have designated

(Name of Voting Member)

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 the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

Unit owned by Trust or, to the extent permitted by the Declaration, another entity. Voting Certificate must be filed designating the representative, officer, employee or agent entitled to vote, signed by an authorized representative.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED _____, 202__.

Signature for Trust or Permitted Entity Owners:

Name of Trust or Entity: _____

By: _____ Title: _____

Print Name: _____

NOTE: This form is not a proxy and should not be used as such. Please be advised that if you previously filed a Certificate Appointing Voting Member with the Secretary of the Association, you do not need to file another Certificate unless you want to change the designation of your Voting Member.