

SummerChase Condominiums Association, Inc.

3972 N. Monroe St., Tallahassee, FL 32303

Office: 850-562-8708 Fax: 850-364-8628

kirbymanager@gmail.com

FIRST NOTICE OF ANNUAL MEMBERSHIP MEETING

Date: January 16, 2020

Dear Members:

The **Annual Members Meeting and Board Election** will be held in the Summerchase Clubhouse on **Monday March 23, 2020 at 6:30 PM, WITH CHECK-IN BEGINNING AT 6:00 PM.** Please arrive early so that the meeting can begin on time.

There are three (3) Directors positions up for election. The three (3) candidates receiving the most votes will be elected to a one (1) year term. If you are interested in serving on the Board, the enclosed "Notice of intent to be a Candidate" form must be completed, signed & returned no later than February 20, 2020. Below you will find instructions for submitting your name for election to the Board.

- **Notice of Intent to be a Candidate form (Required):** An Owner who is eligible & wishes to submit their name as a Candidate for the Board of Directors, must complete & return by regular mail, personal delivery or certified mail, return receipt requested, to Summerchase Elections, 3972 N. Monroe St., Tallahassee, FL 32303 **no later than February 20, 2020.**
- **Biographical Information (Optional):** A Candidate may also submit an 8-1/2" x 11" information sheet describing his or her background, education, and qualifications for office. The Association has no liability for the contents of the information sheets prepared by the candidates & they will be duplicated exactly as submitted. This may be mailed with the above form or sent separately but must be received **no later than February 20, 2020.**
- If there is an election, we will mail (no later than 14 days before the Annual Meeting) a second notice along with a ballot that shall list the names of eligible Candidates for the Board. Included will be photocopies of any signed Candidate Certification forms and biographical information sheets submitted by the Candidates, a meeting Agenda, a Proxy and any other meeting material. **If the number of Candidates is the same or fewer than vacancies on the Board, the eligible Candidates who have volunteered will automatically be elected.** Although there will not be an election, there will still be an Annual Meeting and a second notice packet will be mailed no later than 14 days prior to the meeting.

Sincerely,

DATED AND MAILED: January 16, 2020

By: _____

Danny Hayes
Danny Hayes, CAM

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

If you wish to have your name included on the ballot, this form must be completed and received by Summerchase Condominiums Association, Inc. no later than 5:00 p.m. on February 20, 2020, in accordance with the instructions contained in the enclosed letter. Finally, be sure to include a personal information sheet, should you choose to provide one.

I, _____, hereby place my name in nomination as a Candidate for the Board of Directors.

I understand that if I choose to provide an information sheet that I am responsible for the accuracy of any information contained therein.

Unit Number: _____

Signature: _____

Date: _____

Print Name: _____

_____ I am enclosing an information sheet or _____ I am not enclosing an information sheet