

CRYSTAL BAY MOBILE HOME CLUB, INC.

FIRST NOTICE OF ANNUAL MEETING, NOTICE OF ELECTION AND PROCEDURE FOR QUALIFYING FOR BOARD

Dear Homeowner:

NOTICE IS HEREBY GIVEN, in accordance with the Florida Condominium Act, that the Annual Meeting and the Election of Directors for **Crystal Bay Mobile Home Club, Inc.** will be held on **TUESDAY, JANUARY 27th, 2025 AT 10:00 AM.** The meeting place will be at **AMERI-TECH OFFICES, 24701 US HWY 19 N, Suite 102, Clearwater, FL 33763.** 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 the "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" 30 days, or not less than 14 days, prior to the Annual Meeting which Notice 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 to inform you of the process for qualifying for the Board.

QUALIFYING FOR THE BOARD

Not less than **40-days prior** to the annual meeting, you must give written notice, either by email **DCannistraci@ameritechmail.com** Fax **727-873-7307**, or mail or in person to the Association of your desire to run for the Board, addressed to the Association's mailing address: **Crystal Bay Mobile Home Club Inc c/o Ameri-Tech Community Management Partners, LLC 24701 US Hwy 19N, Suite 102, Clearwater, Florida 33763.** The attached, **"NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD"** may be used for that purpose.

You may submit a one (1) page Information Sheet, no larger than 8 ½ inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association not less than **35-days prior** to the annual meeting.

The Information Sheet 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.

By Order of the Board of Directors.

Dayna Cannistraci

Dayna Cannistraci, LCAM
Community Manager

AMERI-TECH COMMUNITY MANAGEMENT PARTNERS, LLC
24701 US HWY 19N, Suite 102, CLEARWATER, FL 33763 (727) 726-8000 24hrs (727) 723-1101 – Fax
(Check out our website for the latest updates @ www.ameritechcompanies.com)

"Notice of Intent to be a Candidate for the Board"

SELF NOMINATION. (✓) _____ I (name) _____ hereby nominate myself as a candidate for election to **Crystal Bay Mobile Home Club, Inc.**

Board of Directors.

DATE: _____ UNIT #: _____

SIGNATURE: _____

(Signature of candidate)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER _____

I am aware that the following requirements are expected from me if I am elected:

TRANSPARENCY ACT: As a Director I must submit a photocopy of my non-expired driver's license or passport verifying name, date of birth, address, and unique identifier of the document (driver's license number or passport number).

CERTIFICATION REQUIREMENT: As a Director I must certify in writing that I have read, and will uphold the association's governing documents and policies, and their fiduciary duties.

EDUCATION REQUIREMENT: As a Director I must complete a 4-hour department-approved course covering inspections, structural integrity, elections, recordkeeping, financial literacy transparency, fines, and meeting notices.

CERTIFICATE VALIDITY: Certificates are valid for 7 years unless there is a break in service.

CONTINUING EDUCATION: Annually, as a Director, I must complete 1 hour of continuing education on legal changes.

NON-COMPLIANCE: Any Director failing to file the required documents is suspended until compliance, and vacancies can be temporarily filled.

SUBMIT TO THE SECRETARY: As a Director, I understand that I must submit to the Secretary of the Association the written certification and educational certificate, and each year must submit a certificate having satisfactorily completed 1 hour of continuing education.

I AM () AM NOT () enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in my Information Sheet.

THIS DOCUMENT MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 40-DAYS PRIOR TO THE ANNUAL MEETING, AND THE ONE (1) PAGE INFORMATION SHEET (OPTIONAL) MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 35-DAYS PRIOR TO THE ANNUAL MEETING.

Return to: Crystal Bay Mobile Club, Inc.
C/O AMERI-TECH COMMUNITY MANAGEMENT PARTNERS, LLC
24701 US HWY 19 N, SUITE 102
CLEARWATER, FL 33763