

**FIRST NOTICE OF DATE OF ANNUAL MEETING  
AND BOARD ELECTION OF  
THE MARINA AT THE BLUFFS CONDOMINIUM ASSOCIATION, INC.  
AND PROCEDURE FOR QUALIFYING FOR BOARD**

**TO ALL MEMBERS:**

On **Wednesday, March 20, 2024 at 5:00 PM**, at **1550 Marina Isle Way, Jupiter, Florida 33477**, and **remotely via Zoom**, 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. **The Board has passed a Resolution authorizing electronic voting. Members must consent in order to vote online. If you have not yet consented to online voting, you may do so by submitting the enclosed written consent form to the Association by no later than ten (10) days prior to the date of the meeting (March 10, 2024).**

**QUALIFYING FOR THE BOARD**

On or before **Friday, February 9, 2024**, 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: **The Marina at the Bluffs Condominium Association, Inc., 1550 Marina Isle Way, Jupiter, FL 33477** or via e-mail to: **barbara@marinabluffs.com** or via facsimile to: **561-627-3225**.

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 **Wednesday, February 14, 2024**.

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.
3. A voting certificate must be signed by an authorized representative.
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. The person designated in the voting certificate is the person who will be authorized to cast the ballot electronically if that person has also consented to online voting.

Dated: January 11, 2024.

**BY ORDER OF THE BOARD OF DIRECTORS**

Brooke Kruhm

**Brooke Kruhm, Secretary**

**NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS  
OF THE MARINA AT THE BLUFFS 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: \_\_\_\_\_, 2024.

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 FRIDAY, FEBRUARY 9, 2024;**
- III. ON FRIDAY, FEBRUARY 9, 2024, 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 FRIDAY, FEBRUARY 9, 2024;**
- 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 FRIDAY, FEBRUARY 9, 2024; 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 **The Marina at the Bluffs Condominium Association, Inc.** (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. \_\_\_\_\_ in **The Marina at the Bluffs, A 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 permitted entity. Voting Certificate must be filed designating a 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 \_\_\_\_\_, 2024.

Signature for Trust Owners or Permitted Entity Owners:

Name of 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.**

**CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE  
ELECTRONIC NOTICE OF MEETINGS**

The undersigned, being all the Owners, or an eligible voter, for Unit No. \_\_\_\_\_, in Condominium No. \_\_\_\_\_ at the Marina at the Bluffs, a Condominium, pursuant to Florida Statutes, hereby consent(s) in writing to:

*(Please place a check mark or x in the box or boxes below for which you are giving consent. You may consent to electronic voting, receiving electronic notice or both).*

1. ☐ **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic voting by e-mail sent to the Association), I/we consent to voting electronically at meetings and elections for **The Marina at the Bluffs Condominium Association, Inc.** to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"), and release and waive any claim against the Association pertaining to such voting, including, but not limited to, the transmission or placement of "viruses," "malware," "spyware," "cookies," and the like and any claim or challenge to such voting, including, but not limited to, situations where a Unit Owner vote was not received or counted by the Association due to no fault of the Board or management.

I/We designate the following e-mail address for electronic voting purposes, which e-mail address and other information (including personal identifying information) may be released to a third party that provides electronic voting services or other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes:

(PRINT NEATLY) \_\_\_\_\_.

1. In the absence of the Board of Directors announcing a different deadline for consenting to electronic voting, the undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association at least ten (10) days prior to the meeting or election in which the Unit Owner wishes to vote by electronic means, and registration with the electronic voting system must be complete no later than **seventy-two (72) hours** prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. To ensure that you are properly registered with the online voting system, it is highly encouraged that you register the account well in advance of the first meeting where you will be using electronic voting. In the absence of the Board of Directors announcing a different cutoff time / date for electronic voting, all electronic votes shall not be cast later than the start time of the meeting, or the start time of the reconvening of an adjourned meeting, at which time the ability to vote electronically shall be deemed closed for that meeting or election.

I/We further understand and agree that, in order to use a different e-mail address for casting votes electronically, I/we must notify the Association in writing of the change of e-mail address no later than ten (10) days prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. If I/we do not provide timely written notice of this change of e-mail address to the Association as provided herein, I/we further understand and agree that I/we may not be able to vote electronically until the next membership meeting and/or election.

2. ☐ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board, Committees, and Annual and Special Meetings of the Members of The Marina at the Bluffs Condominium Association, Inc. I/We designate the following e-mail address for electronic notice purposes:

*(You may write "same as above" or provide a different e-mail address for electronic notice purposes)* \_\_\_\_\_.

The undersigned understands that mailed/paper notice may not be provided to the Unit Owners unless the Unit Owners have rescinded their consent to receive electronic notice of meetings. The undersigned also understands that if I/We have consented to received electronic notice and have consented to vote electronically, we may not be provided with the election ballot and envelopes for voting in the election of directors, as the Association will expect that my/our votes will be cast electronically.

Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.

All Owners of the Unit or Eligible Voter Please Print Name, Affix Date and Sign Below:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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