

**THE COLONIAL HOUSE ASSOCIATION INC
CERTIFICATE OF APPOINTMENT
OF
VOTING REPRESENTATIVE**

THIS IS TO CERTIFY that the undersigned, constituting the owners of record of Unit
Number(s) _____, THE COLONIAL HOUSE ASSOCIATION, has/have designated:

(Name of Voting Representative)

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 By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

1. Unit owned by John Doe and his brother, Jim Doe. Voting Certificate is required designating either John or Jim as the Voting Representative. NOT A THIRD PERSON.
2. Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote, signed by President or vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
3. Unit owned by John Jones. Voting Certificate is not required.
4. Unit owned by Bill and Mary Rose, husband and wife. Voting Certificate is required designating either Bill or Mary as the voting representative. NOT A THIRD PERSON.

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

DATED this ____ day of _____, 20_____

OWNER

OWNER

OWNER

Please return this Voters Certificate to:
The Colonial House Association, 230 Columbia Dr, Cape Canaveral, FL 32920
Scan and email to contact@coastallivingcam.com

The Colonial House Association, INC

Notice of Intent

Date _____

Date Received: _____
For Secretary/Agent Only

I _____, as Unit(s) Owner of :

located in The Colonial House Association, Inc due hereby submit my desire to be on the ballot for the Election of Directors at the Annual Meeting of the Members, to be held February 04, 2023 at 2:00 PM. I understand that the Association must receive this Notice no later than 5:00 p.m. **December 24, 2022** in order for your name to appear on the ballot.

If I chose, I may submit an information sheet, no larger than one page, 8 ½ by 11 inches, to be distributed to the members with the second notice, no later than 5:00 PM. December 29, 2022.

I understand that any person who has been suspended or removed by the division, or who is delinquent in the payment of any fee, fine, or special or regular assessment is not eligible for board membership. A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, is not eligible for board membership unless such felon's civil rights have been restored for at least 5 years as of the date such person seeks election to the board.

I further understand that Florida Statutes require that all Board of Directors elected to the Board be required to submit to the Secretary of the Association a signed certification attesting that I have read and understand the governing documents of my association within 90 days of election. Such form will be provided upon election to the Board.

Signature

Printed Name

Address

City, State, Zip

All Letters of Intent and Information sheets can be returned in the following manner:

Mail or drop in box by office: The Colonial House Association, Inc
230 Columbia Dr
Cape Canaveral, FL 32920

EMAIL: Contact@CoastalLivingCAM.com

THE COLINIAL HOUSE CONDOMINIUMS ASSOCIATION, INC
ANNUAL MEMBERS MEETING NOTICE
FEBRUARY 4, 2023
230 COLUMBIA DR CAPE CANVERAL, FL 32920
2:00 PM EST

First Annual Meeting Notice: The Annual Meeting of the Membership for The Colonial House Condominiums Association, Inc will be conducted on February 4, 2023 at 2:00 PM located at 230 Columbia Dr Lobby, Cape Canaveral, FL 32920.

Election: There are (5) five of Directors positions to fill the board. **Candidates for the Board of Directors must submit their intent to be a candidate no later than 5:00 PM on DECEMBER 24, 2022 by email or handwritten notice to be a candidate.** An optional one page 8.5" x 11" information page describing your candidacy must be submitted to the association, no later December 29, 2022 to be accepted. If an equal number of candidates submit intent to run as there are board positions, no election will be held. If there are more candidates than there are positions, a ballot will be mailed no later than January 20, 2023 in advance of the Annual Meeting with instructions on voting procedures for the meeting to be held February 4, 2023.

Designated Voter Form: A designated voter form is required for units with multiple owners or corporations, Trusts', and LLC's to vote in the election. A form may be filled out at the meeting if all owners are present to sign. Blank Designated Voter, Notice of Intent and Candidacy forms are available upon request from management or they may be obtained at www.coastallivingcam.com. Go to Owner tab, Colonial House, and use password Tides to enter.

AGENDA

- I. **Certify Quorum/Call to Order**
- II. **Proof of Notice**
- III. **Approval of Prior Annual Minutes**
- IV. **Reports**
- V. **Old Business**
- VI. **New Business**
- VII. **Election of the Board of Directors**
- VIII. **Adjournment**

The organizational of the Board of Directors will immediately follow the Annual Meeting.

Return your Annual Meeting Proxy, Designated Voter, Intent and Candidate Info forms by mail or drop box in lobby:

Colonial House

230 Colonial Dr, Cape Canaveral, FL 32920 email: contact@coastallivingcam.com

Penny Holladay, LCAM 321-693-5225

Coastal Living Community Management. LLC

Enclosure: 2023 Annual Proxy

The Colonial House Condominium Association Inc
Proxy
Annual Members Meeting 02/04/2023

The undersigned hereby appoints the below individual as Proxy.

_____ (Please print legibly)

Or, if blank, The Secretary of the Association.

The Proxy holder may attend and represent the undersigned at the Annual Meeting to be held on Saturday, February 4, 2023 at 2:00 PM and any lawful adjournment thereof. The Proxy holder may vote on all issues and motions allowable by law and the Association's governing documents. The Proxy holder will have the power to appoint a substitution at the bottom of this form in the event that the Proxy is unable to attend the meetings. This Proxy is revocable by the property owner and is valid only for the meetings for which it is given and any lawful adjournment thereof. In no event is the Proxy valid for more than ninety (90) days from the date of the original meeting.

If the property is owned by more than one person or corporation, the Proxy must be completed by the designated voter on file. A designated voter form has been included to update records for The Colonia House Association and must be signed by all owners according to Brevard County Records of Ownership.

Please check General Powers for your proxy to establish a quorum of the membership. There will be no member vote on any questions at this meeting for which a limited proxy is required.

_____ GENERAL POWERS - I authorize and instruct my proxy to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

Colonial House unit(S): _____

Dated: this _____ day of _____, 20_____

SINGLE PROPERTY OWNER OR DESIGNATED VOTER NAME (PRINTED)

SINGLE PROPERTY OWNER OR DESIGNATED VOTER (SIGNATURE)

SUBSTITUTION OF PROXY

To be completed only in the event that the above-named Proxy holder is unable to attend the meeting.

SUBSTITUTE NAME (PRINTED) _____

The undersigned (original proxy holder) has appointed the above substitution.

Dated: this _____ day of _____, 20_____ Signature _____

Colonial House Association Candidate Information

NAME: _____ ADDRESS: _____

PERSONAL BACKGROUND: _____

PRIOR ASSOCIATION EXPERIENCE: _____

COMMENTS ABOUT BOARD CANDIDACY: _____

RETURN TO Drop Box by lobby office or mail to:
Colonial House Association
230 Columbia Drive
Cape Canaveral, FL 32920

OR EMAIL TO:
contact@coastallivingcam.com