

**THE COLONIAL HOUSE ASSOCIATION, INC**  
**ANNUAL MEMBERS MEETING NOTICE**  
**FEBRUARY 1, 2025**  
**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 1, 2025 at 2:00 PM located at 230 Columbia Dr Lobby, Cape Canaveral, FL 32920.

**Election:** The state now requires that all Board members must complete a four-hour Board Certification class before June 30, 2025, which is good for seven years.

There are (5) five 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 23, 2024 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 28, 2024 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 18, 2025 in advance of the Annual Meeting with instructions on voting procedures for the meeting to be held February 1, 2025.

**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](http://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](mailto:contact@coastallivingcam.com)

Penny Holladay, LCAM 321-693-5225

Coastal Living Community Management. LLC