

Embassy Park Condominium Association, Inc.

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

www.seabreezecms.com

October 12, 2018

Re: 1st Notice of Annual Meeting

Dear Homeowners:

On Tuesday, December 11, 2018 at 7:00 pm at 1700 Embassy Drive, Unit #202, West Palm Beach, FL., 33401. The Annual Meeting of the Association will be held for the purpose of electing your Board of Directors and to conduct any lawful business of the Association. Registration will begin at 6:15 pm with meeting to begin at 7:00 pm directly following the Budget Meeting.

To meet the requirements of Florida Statute 718, any unit owner desiring to be a candidate for the Board of Directors must submit a written request to the Association, in care of Sea Breeze CMS, Inc. to the above address at least forty (40) days prior to the Annual Meeting to be eligible to run for the Board. The written request must be submitted to the Sea Breeze office on or before **November 1, 2018** by 5:00 pm. Please see enclosed Notice of Candidacy Form.

You may attach and submit an information sheet along with your written request on one (1) side of one (1) page not to exceed 8 ½" by 11", either typed or hand-written on white paper with black ink and suitable to copy. Information sheets must be received by the Association at least thirty-five (35) days prior to the election to be included with the second notice of the Annual Meeting. The information sheet must be submitted to the Sea Breeze office on or before **November 6, 2018** by 5:00 pm.

Only the names of unit owners who submit their written request will be eligible to be put on the Ballot. The Ballot and related information will be mailed out along with the second notice of the Annual Meeting if more people wish to run than open positions.

A majority of the membership must be present in person or via proxy in order for the Association to conduct business at the Annual Meeting.

Immediately following the Annual Meeting will be the Organizational Meeting, which is to elect Officer Positions.

Sincerely,

Laura Carlisle, LCAM

laura@seabreezecms.com

On behalf of your Board of Directors

Encl: Notice of Candidacy, Return Envelope

NOTICE OF CANDIDACY

Embassy Park Condominium Association, Inc.

WRITTEN REQUEST TO BE A CANDIDATE FOR BOARD OF DIRECTORS

I, _____, hereby submit my name to be a candidate for the Board of Directors. I may enclose or may send an Information Sheet about myself. I understand I am responsible for the accuracy of the information contained in the Information Sheet.

Signature: _____

Print Name: _____

Unit Address: _____

Return no later than November 1, 2018 by 5:00 pm.

Please use the enclosed envelope to return to the office.

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