

MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC.

2640 Lakeshore Drive
Riviera Beach, FL 33404
Attention: Adam Grandis, Manager
Phone: 561-844-1367 Ext. 0

Second Notice of Annual Meeting and Election of Directors

Final Notice is hereby provided that the Annual Meeting of MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC., will be held on **Wednesday, November 28, 2018, at 6:00 PM at the Social Room at the Clubhouse.** The purpose of the Meeting is to elect two (2) members to the Board of Directors for a two (2) year term, and to conduct such other lawful business as may come before the meeting.

1. **VOTING ON THE ELECTION OF DIRECTORS.**

Voting on the Election of Directors will be by written ballot or, for any owner that timely submitted written consent¹, by electronic voting. All eligible voters must adhere to the following procedures:

Procedures for Written Ballots

- A. The enclosed ballot lists all candidates for the contested positions on the Board of Directors.
- B. Mark in the space provided on each ballot to vote for your chosen candidates as Director. You may only vote for a maximum of two (2) candidates.
- C. Place the ballot in the small envelope marked "**SECRET BALLOT ENVELOPE**" and **seal** the envelope. Do not in any way mark the envelope or the ballot other than with your vote. In addition, do not place the proxy or any other document in the "Secret Ballot Envelope" other than the ballot.
- D. Place the smaller "**SECRET BALLOT ENVELOPE**" in the larger self-addressed ballot return envelope, along with your Proxy (for purposes of establishing a quorum) if you so choose, and **seal** the larger envelope. In the space provided indicating the identification of the Unit and signature, list your Unit number and sign the outer envelope. The completed ballot shall be mailed or hand delivered to Marina Grande Riviera Beach Condominium Association, Inc., 2640 Lakeshore Drive, Riviera Beach, Florida 33404, Attention: Adam Grandis. The ballot must be received by the Association prior to the election in order to be counted. If you desire to attend the meeting, you may cast your vote in person.
- E. Any member entitled to vote for more than one Unit must execute a separate ballot for each Unit vote cast and must place the ballot for each Unit in separate "**SECRET BALLOT ENVELOPES**" and use a separate voter authorization envelope for each Unit voted.

¹ Pursuant to the Board's September 13, 2018 resolution authorizing electronic voting, in order to electronically vote in the 2018 election of the Board, an owner must have provided to the Association such owner's written consent to electronic voting by October 19, 2108.

Procedures for Electronic Voting

For those owners that have consented to electronic voting, the ballot enclosed is for informational purposes only. An official ballot, together with submission instructions, will be electronically transmitted to you via the online voting system. Please understand that if you fill out and return the enclosed ballot, your electronic vote cannot be counted pursuant to Florida law and, instead, your written vote will be counted.

2. **VOTING CERTIFICATES.** A voting certificate is for the purpose of establishing who is authorized to vote for a Unit owned by more than one person, other than a husband and wife, or a corporation or other entity. A voting certificate is enclosed and should be completed and returned to the Association prior to the Annual Meeting (whether or not an owner has consented to electronic voting).
3. **PROXIES.** If you cannot be present for the meeting and have not consented to electronic voting, it is important that you designate a proxy so that the necessary quorum requirements can be met. For those owners that have consented to electronic voting, Section 718.128(3), Fla.Stat., provides that owners voting electronically are counted as being in attendance at the meeting for purposes of establishing a quorum.

In order for the Annual Meeting to take place, the presence in person² or by Proxy of thirty (30%) percent of the Unit Owners of the Condominium is necessary in order to establish a quorum for business to be conducted.

NOTE: Proxies may not be used in casting votes for the election of directors; proxies may only be used in establishing a quorum for the annual meeting. If you have consented to electronic voting, it is not necessary to submit a proxy for your presence to be counted towards a quorum.

A limited proxy form is enclosed and should be completed and returned to the Association if you will not be attending the meeting and have not consented to electronic voting. The proxy form must be signed either by the owner, or by the Voting Member designated on a Voting Certificate form.

The proxy must be mailed to and received by the Association prior to the scheduled time of the annual meeting. It is encouraged that the proxy be submitted well in advance of the meeting, in order to avoid delay in registration.

If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting. A proxy may be revoked in writing or superseded by a later proxy to another person as well.

DATED: _____, 2018

**The Board of Directors,
Marina Grande Riviera Beach Condominium
Association, Inc.**

² Including those owners voting electronically

MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC.

OFFICIAL BALLOT

ELECTION OF DIRECTORS

NOVEMBER 28, 2018

Please vote for no more than **two (2)** candidates by placing a mark in the box preceding the name of the candidate of your choice.

- Allan Baumholtz
- Cameron Bishop
- Don Crotty
- Marybeth Coffey
- Bill Davidson
- Randall Powell

*** IF YOU SELECT MORE THAN TWO (2) CANDIDATES FOR DIRECTOR YOUR BALLOT WILL BE NULL AND VOID.**

MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC.

2640 Lakeshore Drive
Riviera Beach, FL 33404
Attention: Adam Grandis, LCAM
Phone: 561-844-1367 Ext. 0

NOVEMBER 28, 2018

6:00 P.M.

**ANNUAL MEMBERS MEETING
AGENDA**

- I. Election of Directors
- II. Calling of the roll and certification of proxies
- III. Proof of Notice of Meeting or Waiver of Notice
- IV. Reading and disposal of any unapproved minutes
- V. Reports of Officers
- VI. Reports of Committees, if any
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment

BOARD OF DIRECTORS ORGANIZATIONAL MEETING

NOVEMBER 28, 2018

IMMEDIATELY FOLLOWING THE ADJOURNMENT OF THE ANNUAL MEMBERS MEETING

1. Call to Order
2. Proof of Notice of Meeting or Waiver of Notice
3. Reading and Disposal of any Unapproved Minutes
4. New Business
 - Appointment of Officers
5. Adjournment

MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC.

VOTING CERTIFICATE

To the Secretary of
MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC. (the "Association")

THIS IS TO CERTIFY that the undersigned, consisting all of the record Unit Owners of Unit No./Address _____ 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 of Condominium, the Articles of Incorporation and Bylaws of the Association.

The following examples illustrate the use of this Certificate:

- (I) *Unit owned by John Doe and his brother, Jim Doe.* Voting Certificate required designating either John or Jim as the Voting Representative (NOT A THIRD PERSON).
- (II) *Unit owned by Overseas, Inc., a corporation.* Voting Certificate must be filed designating person entitled to vote, signed by President or Vice President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- (III) *Unit owned by John Doe and his wife, Mary Doe.* No Voting Certificate required, but only one vote may be cast per Unit.
- (IV) *Unit owned by John Jones.* No Voting Certificate required.
- (V) *Unit owned by John Doe, Trustee of the John Doe Family Trust.* Voting Certificate signed by the current trustee is REQUIRED, designating either [a] the trustee, [b] the grantor of the trust if the trust is a revocable trust or [c] the beneficiary of the family trust who lives in the unit, as the Voting Member.

This Certificate shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED the ____ day of _____, 2018.

UNIT OWNER

UNIT OWNER

UNIT OWNER

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the Unit as the Voting Member, not a third person.

In the event the Voting Member will not attend the meeting and is not voting electronically, please return both the completed Voting Certificate and the Proxy form.

MARINA GRANDE RIVIERA BEACH CONDOMINIUM ASSOCIATION, INC.

ANNUAL MEMBERS MEETING

November 28, 2018

GENERAL PROXY

The undersigned Voting Member of Unit No. _____ in the Marina Grande Riviera Beach Condominium Association, Inc., hereby appoints _____ (If left blank, the Secretary of the Association is appointed as proxy holder) as my proxy holder to attend the Annual Meeting of the Marina Grande Riviera Beach Condominium Association, Inc. to be held on **Wednesday, November 28, 2018, at 6:00 PM at the Social Room at the Clubhouse**, with full powers of substitution, to appear for the purpose of obtaining a quorum³, and for all lawful adjournments of such Meeting held within ninety (90) days of the date for which this Meeting was originally called, if any, unless this Proxy is revoked in writing by the undersigned.

Dated: _____, 2018.

Owner/Voting Member Signature

Print Name

Unit No.: _____

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy holder above, does hereby designate _____ to substitute for me in the proxy set forth above. **This section does not have to be filled out unless the proxy holder designated above is unable to attend the Annual Meeting.**

DATED: _____

PROXY HOLDER

³ If the Owner is voting electronically, it is not necessary to submit a proxy in light of Section 718.128(3), Fla.Stat., which provides that owners voting electronically are deemed to be in attendance at the meeting for purposes of establishing a quorum.