
**FIRST NOTICE OF 2025 ANNUAL MEETING, BOARD ELECTION AND PROCEDURE
FOR QUALIFYING FOR THE BOARD OF DIRECTORS FOR COLONIAL MANOR EAST
APARTMENTS CONDOMINIUM ASSOCIATION, INC.**

November 19, 2024

To All Members:

Please be advised that the Annual Meeting of the Association for the purpose of electing Directors and such other business as may lawfully be conducted will be held:

DATE: Monday, January 20, 2025
TIME: 6:00 PM.
PLACE: Live on Property and Zoom
Aqua Terra Property Management, Inc.
2737 E Oakland Park Blvd, Suite 203, Fort Lauderdale, FL 33306

After this "First Notice", you will receive a "Second Notice of Annual Meeting", which will specify the agenda and inform you of the 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 of qualifying for the Board.

QUALIFYING FOR THE BOARD

A minimum of forty (40) days prior to the meeting on or before 12:00 midnight on:

Wednesday, December 11, 2024

You must give written notice, either by mail, by fax to 954-568-0041 or in person, to the Association of your intent to run for the Board, addressed to the Association's mailing address:

**Colonial Manor East Apartments Condominium Association, Inc.
c/o Aqua Terra Property Management, Inc.
2737 E Oakland Park Blvd, Suite 203
Fort Lauderdale, FL 33306**

Please note that it is the position of the Division of the Condominiums, Timeshares & Mobile Homes (the "Division") that you must either submit a "Candidate Certification Form" attesting to your reading and understanding of the governing documents, condominium laws and governmental agency regulations.

C/O Aqua Terra Property Management, Inc.

Phone: 954-567-9111

Fax: 954-568-0041

Email: atpmi@atpmi.com

Candidate Certification Forms must be used for the purpose and must be submitted to the Association within ninety (90) days of being elected to the Board, or you may attend a Board Certification class. Forms will be available after the Annual Meeting if necessary.

You may also submit an Information Sheet, no larger than 8-1/2" by 11" (one side only) in legible form ready for reproduction, containing your qualifications and/or platform for office. This information form must be submitted to the Association a minimum of thirty-five (35) days prior to the meeting, on or before midnight on:

Monday, December 16, 2024

The Information Sheets and a ballot listing all the candidates will be mailed to voting members with the Second Notice of Annual Meeting not less than **fourteen (14)** days prior to the date of the Annual Meeting. A voting certificate is being provided to determine who the voting representative will be for your unit, if your unit is owned by more than one person or a corporation.

VOTING CERTIFICATE INSTRUCTIONS

A Voting Certificate is provided to determine who the voting representative will be for your unit if your unit is owned by more than one person (other than husband and wife), a corporation, or a partnership. Please note the following information about Voting Certificates.

1. A Voting Certificate is for establishing who is authorized a vote for a unit owned by more than one person (other than husband and wife), a corporation, or a partnership. A Voting Certificate is **not** needed if only one person owns the unit.
2. If unit is owned by more than one person (other than husband and wife) the Voting Certificate must be signed by all owners of the unit or the appropriate corporate officer.
3. A Voting Certificate is **NOT A PROXY OR A BALLOT** and may not be used as such. Only an owner or the appropriate corporate officer may be named on a Voting Certificate, not a third party.

Please return the Voting Certificate, if required, (along with your Notice of Intent to be a Candidate, Candidate Certification form, and Information Sheet if you wish to run for the Board of Directors) By fax to 954-568-0041, email: Mark@Atpmi.com, or by mail to:

Colonial Manor East Apartments Condominium Association, Inc.
c/o Aqua Terra Property Management, Inc.
2737 E Oakland Park Blvd., Suite 203
Fort Lauderdale, FL 33306

Thank you,
Aqua Terra Property Management, Inc.
On behalf of Colonial Manor East Apartments Condominium Association, Inc.