

THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

FIRST NOTICE OF THE ANNUAL MEMBERSHIP & ELECTION OF DIRECTORS MEETING OF THE LONGWOOD CONDOMINIUM ASSOCIATION

NOTICE IS HEREBY GIVEN, in accordance with the By-laws of the Association, and Florida's Condominium Act, that the Annual Meeting & Election of Directors of the Association will be held at the following date, time, and place:

Date: Tuesday, February 13, 2018

Time: 7:00 p.m.

Place: Longwood Condominium Clubhouse, 11811 Avenue of the PGA, Palm Beach Gardens, FL

Agenda:

1. Calling of the Rolls & Proxies
2. Proof of Mailing of Notice of Meeting
3. Reading & Disposing of Minutes of prior Membership Meeting
4. Report of Officers
5. Report of Committees
6. Report of Election Teller (if needed)
7. Old Business
8. New Business
9. Adjournment

A majority of all Association Members (a quorum) must be present in person or by Proxy at the Meeting, in order for the business to be conducted. No quorum is necessary for the election of Directors. SINCE THERE IS NO VOTE OUTSIDE THE ELECTION OF DIRECTORS, THE PROXY IS FOR QUORUM PURPOSES ONLY.

IF YOU ARE UNABLE TO ATTEND THE MEETING, PLEASE NOTE THE FOLLOWING INFORMATION ABOUT PROXIES:

A Proxy is for the purpose of appointing another person to vote for you as specifically directed in the event you are unable to attend the Meeting. It must be signed by the Unit Owner(s). It can be hand delivered, either by you or your proxy or mailed to the Association.


IT IS ENCOURAGED THAT THE PROXY BE SUBMITTED AS SOON AS POSSIBLE, IN ORDER TO AVOID DELAY AT THE MEETING.

NOTICE IS HEREBY GIVEN: Any Unit Owner desiring to be a candidate for the Board of Directors shall give a written Notice of Intent form to the Secretary of the Association not less than 40 days prior to the Annual Membership & Election Meeting (or before **January 3, 2018**). Notice of Intent forms for candidates can be obtained online at www.longwoodpbg.com, or from the Association Office which is open Monday, Wednesday, and Friday from 9:00 a.m. to Noon.

Should a Unit Owner wish to place an Association issue at the Annual Meeting, the request must be received in writing by the Secretary of the Association no later than: **January 8, 2018**.

DATED December 14, 2017

BY THE ORDER OF THE BOARD OF DIRECTORS


MARSALI HUTCHINSON, SECRETARY