

TROPICAL COURT APARTMENTS ASSOCIATION, INC.
A Corporation Not-For-Profit

FIRST NOTICE OF ELECTION
AND
2021 ANNUAL MEETING DATE

TO ALL MEMBERS:

On Wednesday, July 21, 2021 at 5:30 P.M. (sign in 5:00 P.M.), at Sunstate Management Group, at 228 Ponce De Leon Avenue, Venice, FL 34285, there will be the Annual Meeting and election of Directors for Tropical Court Apartments Association, Inc.

This First Notice is to advise you of the procedures for (1) becoming a candidate for election to the Board of Directors, and (2) the selection of a Voting Representative.

ELECTION OF DIRECTORS

As a member of the Association, you may wish to submit your name as a candidate for election in one of the three open director positions on the Board of Directors. To do so, please accomplish the following:

1. By no later than 5:00 PM, June 15, 2021, mail to the Association, c/o Sunstate Association Management Group, Inc., P.O. Box 18809, Sarasota, Florida 34285, or hand deliver to Sunstate Association Management Group, Inc., 228 Ponce De Leone Ave, Venice, Florida, the enclosed written notice indicating that you desire to be a candidate for the Board. There is no need to obtain a "second" for your candidacy.

2. You may also, at your option, submit an information sheet about yourself no later than 5:00 PM, June 19, 2021. You will be responsible for the accuracy of all statements. The information sheet shall be on one side of an 8-1/2 by 11-inch piece of paper (enclosed). The Association shall, at its expense, reproduce and mail the information sheet with a ballot to the members of the Association. Ballots and the information sheet will be mailed to voting members at least fourteen (14) days prior to the date of election.

3. A second notice will be mailed to you, with an agenda for the meeting along with any relevant meeting materials.

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

A Voting Certificate is being provided to allow you to designate who the Voting Representative will be for your Unit. If your unit is owned by more than one person, a corporation, partnership, or a trust, please note the following information:

TROPICAL COURT APARTMENTS ASSOCIATION, INC.
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The following Voting Registration Form will designate one of the people *who are an owner of your home* as the one who votes for your home. Even though you may have several people who are involved in the ownership of your home, you only get one vote per Unit. By way of this form you are designating one of you as the Voting Representative for your Unit. There is no need to complete this form if you have already designated a Voting Representative and that Designation has not changed.

The following examples illustrate the proper use of this Voting Certificate:

(i) A Unit is owned by John Doe and his wife Debra Doe. The purpose of this form is to designate either John or Debra as the single person entitled to vote for your home, on all matters that come to you from the Association. **In this hypothetical ownership example, by placing either John's or Debra's full name on the Designated Voter's Name line**, you designate that person as the voter for your Unit. Then all the people who own your Unit must sign on the signature lines on the lower half of the form. By doing so, you have now designated one person, (either John or Debra), as the Voting Representative for your home.

(ii) Unit is owned by Overseas, Inc., a corporation. The Voting Certificate must designate a person entitled to vote. So, it must be signed by President or Vice President of Corporation and attested by Secretary or Assistant Secretary of Corporation.

(iii) Unit owned by John Jones only. No Voting Certificate required, unless the Unit is leased and then John Jones should complete a certificate designating himself as the voting representative.

(iv) Do not designate a Third Person who has no ownership in your Unit.

Sincerely,

Sean Noonan, CAM
Managing Agent for
Tropical Court Apartments Association, Inc.
Sean@sunstatemanagement.com