

# KEYWAY PLACE HOMEOWNERS ASSOCIATION, INC.

## FIRST NOTICE OF OF THE ANNUAL MEMBERSHIP MEETING AND BOARD ELECTION AND PROCEDURE FOR QUALIFYING FOR BOARD

TO ALL MEMBERS:

On Thursday, December 9, 2021, at 10:30 A.M., (sign in at 10:00 am) at a Frances T. Bourne Jacaranda Public Library, 4143 Woodmere Park Blvd, Venice, FL 34293 the Annual Membership Meeting of the Association will be held for the purpose of electing Directors and such other business as may lawfully be conducted. You will be sent via mail / email the **“SECOND NOTICE OF ANNUAL MEETING”** which will specify the agenda and 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 for qualifying for the Board.

The Keyway Place Homeowners Association, Inc. is run by an Elected Board of Directors, and is seeking candidates for the three (3) open positions.

To run for a position on the Board you should apply to the Keyway Place Homeowners Association, Inc. on or before October 31, 2021. You should provide written notice that you desire to run and want to have your name listed as a candidate on the materials included within the Second Notice of the Keyway Place Homeowners Association, Inc. Annual Membership Meeting. **The attached “Notice of Intent to be a Candidate for the Board”** may be used for that purpose. You should also include a one-sided (8 1/2 x 11 inch) Information Sheet supporting your qualifications for the Board of Directors.

Please note that members may also be nominated from the floor at the Annual Membership Meeting. Members receiving nominations from the floor will not have their name and Information Sheet included within the Second Notice, nor will their name be included on the mailed Ballot.

The **Association’s mailing address** is Keyway Place Homeowners Association, Inc., c/o Sunstate Association Management Group, Inc., P.O. Box 18809, Sarasota, FL 34276. The Candidate Notice of Intent, Information Sheet, Proxy and Ballot will be mailed to all Keyway Place Homeowners Association, Inc. voting members by November 10<sup>th</sup>, 2021.

If you have any questions, please contact Sean Noonan, CAM the Managing Agent for Keyway Place Homeowners Association, Inc. At 941.870.4920 or Sean@sunstatemanagement.com

BY ORDER OF THE BOARD OF DIRECTORS

KEYWAY PLACE HOMEOWNERS ASSOCIATION, INC.

NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS

I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors of Keyway Place Homeowners Association, Inc., Inc. **I certify that I have read the Association's Amended** and Restated Easements, Covenants and Restrictions for Keyway Place Homeowners Association, Inc., Inc. and current written policies and will work to uphold such documents and policies to the best of my ability and that I will faithfully discharge my fiduciary responsibility to the association's members.

I am/am not enclosing an Information Sheet (one-sided and no larger than 8 1/2 x 11 inches) about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

(Please type or print your name beneath your signature).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name