

**FIRST NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS
FOR THE TOWERS OF KEY BISCAZYNE, INC. ("Association")**

Dear Unit Owner:

This letter shall serve as the First Notice to Owners of the Election of Directors for the Association which will take place at the Association's Annual Meeting to be held on **Thursday, March 11, 2021 at 7:00 p.m.** in the Association's Auditorium located at 1121 Crandon Boulevard, Key Biscayne, Florida 33149. Based on conditions closer to the date of the Annual Meeting, instructions and guidelines for physical and/or virtual attendance at the Annual Meeting will be provided.

Any eligible person who desires to be a candidate for one of the three (3) open positions on the Association's Board of Directors must give written notice of their intention to seek such a position to the Association no later than forty (40) days prior to the scheduled Election. In accordance with the Association's By-Laws, the Directors serve for staggered terms with either three (3) or four (4) Directors elected at each Annual Meeting. Accordingly, three (3) Directors will be elected at the Annual Meeting for two (2) year terms. Any candidates desiring to seek election to the Board of Directors of the Association must provide notice by completing the enclosed Candidate Application Form.

The Candidate Application Form must be received by **no later than January 30, 2021**, in accordance with one of the following methods: (a) by certified mail, return receipt requested; or (b) by personal delivery; or (c) by regular U.S. mail, facsimile, telegram, or other method of delivery. Personal delivery will only be acknowledged if a receipt is issued by the Association acknowledging delivery of the Candidate Application Form. Please note that **January 30, 2021** is a Saturday, and no one will be in the Association's office to accept personal delivery of the Candidate Application Form on such date.

Any candidate may submit a one page/one-sided (8-1/2" x 11") information sheet describing his or her background, education and qualifications which information will be mailed with the Ballots. If a candidate wishes to submit an information sheet such sheet may be returned with the Candidate Application Form or if such sheet is submitted separately it must be received by the Association **no later than Thursday, February 4, 2021**.

The Candidate Application Form and the information sheet are to be submitted to the Association at the following address:

The Towers of Key Biscayne, Inc.
Management Office
1121 Crandon Boulevard
Key Biscayne, Florida 33149

Prior to the Annual Meeting and Election you will receive a Second Notice with a package including a Ballot which shall list the names of the candidates. Thank you for your assistance in conducting the affairs of the Association.

THE BOARD OF DIRECTORS

DATED this 16 day of December, 2020.

CANDIDATE APPLICATION FORM

This official form is to be used by the "Candidate" for election to become a Director of The Towers of Key Biscayne, Inc. at the Annual Meeting to be held **Thursday, March 11, 2021**. Complete the requested information below.

The undersigned candidate acknowledges having read the eligibility requirements for serving on the Association's Board of Directors set forth below and by execution of this Candidate Application Form represents that he or she is eligible to serve on the Board of Directors.

I hereby place my name in nomination as a candidate for the Board of Directors.

Signature of Candidate: _____ Building # _____
_____ Unit # _____
Print name: _____ Dated: _____

I have/have not (circle one) enclosed a Candidate Information Sheet with this application.

**THIS APPLICATION FORM MUST BE RECEIVED BY THE ASSOCIATION
NO LATER THAN SATURDAY, JANUARY 30, 2021
AND YOU MUST MEET ALL ELIGIBILITY REQUIREMENTS AS OF SUCH DATE**

ELIGIBILITY REQUIREMENTS:

- (1) A person desiring to be a candidate must be a unit owner or the designated representative of a unit owned by an entity.**
- (2) A person who is delinquent in the payment of any monetary obligation due to the Association is not eligible to be a candidate for board membership.**
- (3) In a condominium association of more than ten (10) units, co-owners of a unit may not serve as members of the board of directors at the same time, unless they own more than one unit, or unless there are not enough eligible candidates to fill the vacancies on the board at the time of the vacancy.**
- (4) A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, is not eligible for board membership unless such felon's civil rights have been restored for at least 5 years as of the date such person seeks election to the board.**

Please Note: Within 90 days after being elected or appointed to the board, each newly elected or appointed director shall certify in writing to the secretary of the Association that he or she has read the Association's declaration of condominium, articles of incorporation, bylaws, and current written policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the Association's members. In lieu of this written certification, the newly elected or appointed director may submit a certificate of having satisfactorily completed the educational curriculum administered by a Division-approved condominium education provider.