

**RE: SECOND NOTICE OF ELECTION FOR THE  
BOARD OF DIRECTORS AND ANNUAL  
MEETING OF THE TOWERS OF KEY BISCAYNE,  
INC. ("Association")**

Dear Unit Owner:

The Annual Meeting of the Association will 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. Enclosed please find the Notice of the Annual Meeting. In order to ensure social distancing as a result of the COVID-19 pandemic, physical capacity will be limited to management, the members of an impartial election committee, legal counsel and any members of the Board and candidates who elect to attend in person. All other owners may attend the Annual Meeting virtually by following the instructions set forth below:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88060740824?pwd=SFNNMnBseXpNc1FMNndnQmlHaCtvUT09>

**Meeting ID: 880 6074 0824**

**Passcode: 489731**

**You can also dial in using your phone: 1-929-205-6099 (New York) OR**

**Find your local number: <https://us02web.zoom.us/u/kkwthnYe1>**

At the Annual Meeting, the unit owners shall be electing persons to fill three (3) open Directors' positions on the Board. Please note that 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 for two (2) year terms. In accordance with the provisions of Chapter 718, Florida Statutes (the "Condominium Act"), the Election of Directors shall be by written Ballots and no Proxies may be used in connection with the Election. While a quorum of unit owners is not required in order for the Election to be conducted, at least twenty per cent (20%) of the eligible voters must cast votes in order to have a valid Election.

Although a quorum is not required for the Election of Directors, in order for the Annual Meeting to take place, a quorum consisting of two hundred (200) of the Members of the Association is necessary in order for business to be conducted. While Proxies may not be used for voting for Directors, their use is permitted for the purpose of establishing a quorum and for voting on limited matters. Therefore, we are enclosing a Proxy for the purpose of establishing a quorum.

**In connection with the Annual Meeting and Election, enclosed please find the following documents:**

Notice of Annual Meeting with Agenda

Ballot for Election of Directors

Candidate Information Sheets

Proxy

Certificate of Appointment of Voting Member ("Voting Certificate")

Proxy/Voting Certificate return envelope (white)

Small inner Ballot envelope (pink)

Outer Ballot return envelope (gray)

Instructions for the use of the enclosed forms are included in this package.

**Please read the instructions set forth on the Ballot and Proxy carefully and be sure to vote.**

Unit Owner  
Second Notice of Election & Annual Meeting  
Page 2

**Lost or misplaced Ballots and/or Ballot Return Envelopes**

If you are in residence at the Towers, you must personally come to the Towers Management Office to obtain a replacement ballot and/or envelope. If you are unable to come to the office, please call 305-361-9114 and a replacement ballot and/or envelope will be delivered to your unit.

If you are not in residence at the Towers you must request a replacement ballot and/or envelope in writing. Such requests may be mailed or faxed to the Management Office at 305-361-9331 or emailed to the Management Office at martha@tkbonline.com. A replacement ballot and/or envelope will be mailed to you.

If you have any questions pertaining to the enclosed forms, please call the Towers Administration Office at 305-361-9114.

Thank you!

DocuSigned by:  
  
5C3C5C453A3F4A4...  
THE BOARD OF DIRECTORS

DATED this 5th day of February, 2021.

**NOTICE OF ANNUAL MEETING OF THE MEMBERS OF  
THE TOWERS OF KEY BISCAYNE, INC.  
("Association")**

NOTICE IS HEREBY GIVEN in accordance with Section 718.112, Florida Statutes, that the Annual Meeting of Members of the Association will be held in the Association's Auditorium located at 1121 Crandon Boulevard, Key Biscayne, Florida 33149 on **Thursday, March 11, 2021 at 7:00 p.m.** Notice is also given in accordance with Section 718.112, Florida Statutes, that an Election will be held to elect the Association's Board of Directors. Immediately following the Election, an organizational meeting of the Board of Directors will be convened. In order to ensure social distancing as a result of the COVID-19 pandemic, physical capacity will be limited to management, the members of an impartial election committee, legal counsel and any members of the Board and candidates who elect to attend in person. All other owners may attend the Annual Meeting virtually by following the instructions set forth below:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88060740824?pwd=SFNNMnBseXpNc1FMNndnQmlHaCtvUT09>

**Meeting ID: 880 6074 0824**

**Passcode: 489731**

**You can also dial in using your phone: 1-929-205-6099 (New York) OR  
Find your local number: <https://us02web.zoom.us/u/kkwthnYe1>**

**A. AGENDA FOR ANNUAL MEETING**

1. Call to order by President.
2. Determination of a quorum.
3. Election of Directors.
  - a. Determination that at least twenty per cent (20%) of the eligible voters have cast Ballots in order to have a valid Election.
  - b. Removal of the Ballots from the inner envelopes and the counting of the votes to elect the Directors to the Board.
  - c. Announcement of Directors elected to the Board.
4. Proof of Notice of the Annual Meeting.
5. Reading or waiver of reading of minutes of previous Annual Meeting.
6. Unfinished business.
7. New business.
8. Adjournment.

**B. AGENDA FOR BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

1. Call to order.
2. Establishment of a quorum.
3. Election of Officers.
4. Adjournment.

THE TOWERS OF KEY BISCAYNE, INC.

DocuSigned by:  
By: Richard Michaelson  
5C3C5C453A3F4A4...  
Title: President Board of Directors

DATED this 5th day of February, 2021.



## **CERTIFICATE OF APPOINTMENT OF VOTING MEMBER**

To the Secretary of THE TOWERS OF KEY BISCAYNE, INC. ("Association")

THIS IS TO CERTIFY that the undersigned authorized individual for an entity owner or all of the record Owners of Unit No. \_\_\_\_\_, Building No. \_\_\_\_\_ have designated:

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**(Name of Voting Member - you must fill in a name above for this Certificate to be valid)**

as their representative to cast all votes and to express all approvals that such Owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration of Condominium, Articles of Incorporation, and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

- (I) Unit owned by one individual -- No Voting Certificate required.
- (II) Unit owned jointly by more than one individual (including a married couple) -- Voting Certificate required designating one of the joint owners of the Unit as the Voting Member (**NOT A THIRD PERSON**).
- (III) If the Unit is owned by a corporation, trust, limited liability company, partnership or other entity, a Voting Certificate should be filed designating the individual entitled to vote for such entity. The Certificate should be executed by an authorized officer for a corporation or by the individual having the authority to sign for a non-corporate entity owner.

**PRINT THE ONE INDIVIDUAL WHO VOTES, AND NO ONE ELSE. THIS FORM IS NOT A PROXY; SO PLEASE BE SURE TO DESIGNATE ONE OF THE JOINT OWNERS OF THE UNIT AS THE VOTING MEMBER NOT A THIRD PERSON OR THE AUTHORIZED INDIVIDUAL FOR A UNIT OWNED BY AN ENTITY.**

This Certificate is made pursuant to the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**SIGNATURES FOR INDIVIDUAL OWNERS**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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

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

**SIGNATURE FOR CORPORATE OR OTHER ENTITY OWNERS**  
(Corporation, Trust, Limited Liability Company, Partnership or other entity)

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_  
Signature \_\_\_\_\_

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

Title: \_\_\_\_\_

**IT IS NOT NECESSARY TO FILE THIS VOTING CERTIFICATE IF YOU HAVE PREVIOUSLY FILED A VOTING CERTIFICATE AND DO NOT WISH TO CHANGE THE DESIGNATED VOTING MEMBER FOR YOUR UNIT. MAIL OR DELIVER THIS CERTIFICATE OF APPOINTMENT OF VOTING MEMBER FORM ONLY IN THE WHITE ENVELOPE MARKED PROXY/VOTING CERTIFICATE. DO NOT ENCLOSE THIS FORM IN THE BALLOT ENVELOPE.**



**THE TOWERS OF KEY BISCAYNE, INC. ("ASSOCIATION")**  
**EXPLANATION OF PROXY AND INSTRUCTIONS**

In order for the Annual Meeting to take place, a quorum consisting of two hundred (200) of the Members of the Association is necessary in order for business to be conducted. While Proxies are not permitted for voting for Directors, Proxies may be utilized for the purpose of establishing a quorum and for voting on limited matters. Therefore, the enclosed Proxy on the following page is for the purpose of establishing a quorum.

**Instructions for Completing the Proxy**

1. Unit Number. Fill in your unit and building number in the spaces provided on the Proxy.
2. Designate Proxy holder. If you wish to appoint a Proxy holder other than any one of the directors of the Association, fill in the name of your designated Proxy holder in the space provided.
3. Date the Proxy.
4. Signature. The sole owner of the unit should sign the Proxy. If the unit is owned jointly by more than one individual, a corporation or other entity, the individual designated on the Voting Certificate as the Voting Member for the unit should sign the Proxy.
5. Deliver the Proxy. Insert the Proxy and the Voting Certificate (if required) in the white envelope marked, "PROXY/VOTING CERTIFICATE" addressed to the Association c/o Sokol and Sokol, CPA and mail it with sufficient time so that it is received prior to the Annual Meeting.

**THE TOWERS OF KEY BISCAYNE, INC. ("Association")  
PROXY**

The undersigned, Owner(s) or designated Voting Member for Unit No. \_\_\_\_\_, Building No. \_\_\_\_\_ of The Towers of Key Biscayne appoints any one of the directors of the Association or \_\_\_\_\_ as my/our true and lawful Proxy with power of substitution for and in the name and place of the undersigned for the purpose of obtaining a quorum, to vote to lawfully adjourn the Annual Meeting and to represent and to appear, represent and cast my/our vote upon any matter for which the use of this Proxy is legally permitted at the Annual Meeting of the Members of the Association 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 and all lawful adjournments of such meeting held within ninety (90) days of the date for which this Annual Meeting was originally called, if any, unless this Proxy is sooner revoked in writing by the undersigned. (In the event the undersigned designates a proxy holder who fails to sign in for the Annual Meeting, the undersigned then appoints any one of the directors of the Association to serve as their proxy holder). Due to the COVID-19 pandemic, please follow the instructions for virtual attendance included in the Notice for the Annual Meeting. **THIS PROXY CANNOT BE USED FOR VOTING FOR DIRECTORS.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Signature of the Sole Owner or the Designated Voting Member for the Unit.

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

**DO NOT COMPLETE THIS SECTION.** This section is only to be filled in by the proxy holder if they wish to appoint a substitute proxy holder.

**SUBSTITUTION OF PROXYHOLDER**

The undersigned, appointed as proxy above does hereby designate \_\_\_\_\_ to substitute for me in the proxy set forth above.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
PROXY SIGNATURE

**MAIL OR DELIVER THIS PROXY ONLY IN THE WHITE ENVELOPE MARKED "PROXY/VOTING CERTIFICATE".  
DO NOT ENCLOSE THIS PROXY IN THE BALLOT ENVELOPE.**

**THE TOWERS OF KEY BISCAYNE, INC.  
ELECTION BALLOT - MARCH 11, 2021**

I hereby cast my vote for the following candidates to the Board of Directors of the Association. **DO NOT VOTE FOR MORE THAN THREE (3) CANDIDATES OR YOUR BALLOT WILL BE VOID.**

1.  Hook, Lisa
2.  Michaelson, Richard
3.  Richenstein, Kenneth
4.  Suhet, Manoel

**Instructions for Completing the Ballot**

Place an "X" in the boxes on the Ballot next to the names of the candidates you wish to elect to the Board of Directors. **DO NOT VOTE FOR MORE THAN THREE (3) CANDIDATES! DO NOT SIGN THE BALLOT!**

Place the completed Ballot in the small **pink** envelope marked "Ballot". Seal the envelope.

Place the sealed **pink** envelope in the **gray** envelope marked "Return Envelope" addressed to the Association c/o Sokol and Sokol, CPA. Seal the **gray** return envelope.

The sole owner of the unit or the Voting Member for the unit must sign and print his or her name and fill in the unit and building number in the spaces provided on the **gray** return envelope. For units owned by joint owners, corporations, trusts or other entities, there must be a designated Voting Member. If you are not certain that you have appointed a Voting Member for your unit, please call the Towers Office at 305-361-9114. If you do not have a valid Voting Member designation on file you should complete and submit the **Certificate of Appointment of Voting Member** form which is included in this mailing.

The **gray** "Return Envelope" may only be signed by the owner of the unit or the designated Voting Member as described above. Any Ballot Return Envelope not signed personally by the owner or Voting Member will be discarded.

Mail the **gray** "Return Envelope" containing the small **pink** Ballot envelope with the enclosed Ballot to the Association c/o Sokol and Sokol, CPA with sufficient time to ensure it is received **prior** to the March 11, 2021 Annual Meeting.

In accordance with the Condominium Act, no Ballot may be rescinded or changed after it has been received by the Association.

**YOUR BALLOT WILL NOT BE VALID AND WILL NOT BE COUNTED UNLESS IT IS RETURNED IN THE OFFICIAL GRAY "RETURN ENVELOPE".**



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:

Lisa Hook

Building # 1

Print name: LISA HOOK

Unit # B1101

Dated: 01.22.2021

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

L to come before 1/30 via email

**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.

## Lisa A. Hook

I have been a resident of the Towers since 2013, first renting – and falling in love with TKB – and then buying in 2015. My partner Peter and I feel so lucky to be in this very special place!

As background, we moved from Washington DC, where we raised three boys who are now off pursuing their careers in New York, San Francisco and San Diego. Peter is still hard at work as a partner at Pillsbury Winthrop Shaw Pittman but always with his heart on his fishing boat.



My professional background has been as a public company CEO who has transformed and scaled multiple businesses in cloud infrastructure/internet security, telecoms, data analytics and digital marketing, most recently leading Neustar from 2010 to 2018. I am proud of its radical transformation during my tenure from telecom infrastructure services to a leading cloud-based information services/data analytics company, tripling revenues over ten years while maintaining impressive profit margins and returning over \$1.2 billion to shareholders in the form of stock buybacks. This successful transformation culminated in a sale of the company in 2017 at a 45% premium to its trading price. Prior to Neustar my roles included CEO of Sunrocket, Inc., a cloud-based voice over IP service provider; President of AOL Broadband, Premium Services and Voice at America Online, Inc.; managing director of Alpine Capital Group, LLC., an investment banking firm; several senior executive positions at Time Warner, Inc., a diversified media company; legal advisor to the Chairman of the Federal Communications Commission, and General Counsel of the Cable Group at Viacom International, Inc., a diversified media company.

Since Neustar, I have turned to sitting on public and private company boards in the US and Switzerland, including Phillip Morris International; Unisys; a global leader in banking and payment solutions; a private company in location intelligence; and a global pioneer in intelligent identity for the enterprise. In these roles, I sit on audit, risk and compensation committees. In addition, we are active on nonprofit boards in the environmental and arts space including Teach for America MiamiDade, the Peggy Guggenheim Collection Foundation Advisory Council, and the Zambezi Elephant Fund International Advisory Council.

Why am I keen to serve on the board of The Towers? This is an incredible thriving community, with a group of people who value highly this very special place. To maintain the community and maintain and increase our asset value, we must (1) continue to strive toward even greater clarity in communication between the board and owners and (2) to make decisions with respect to repairs and upgrades holistically – that is, not just based on lowest cost but based on best long term value.

I would be deeply honored to serve on the board – and to serve you.

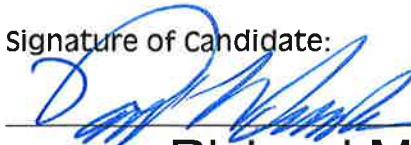
This official form is to be used by the "Candidate" for election to become a Director of The Towers of Key Biscayne, Inc. at the Annual Meeting to be held **Thursday, March 11, 2021**. Complete the requested information below.

\*\*\*\*\*

**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:



Print name: Richard Michaelson

Building # 1121

Unit # D1108

Dated: 1/21/21

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.

## Richard Michaelson

I am proud to have served on the Towers Board for the last two years, and for the last year, as its president. It has given me the opportunity to meet many of you, and to work closely with our impressive management team.

Two years ago, in my election bio, I stated one of my priorities was to “optimize the communications with each of our 538 owners so that we all are regularly kept informed of TKB priorities and how our input is being acted on by the Board”. I hope that you have found our emails helpful in keeping you informed on the issues of importance to your community. I remain committed to continuing to improve the effectiveness of those communications, to maximize the engagement of our owners, so that we can best represent your interests.



I suspect the most pressing issue you look to your Board for is charting a course for the Association to manage what is probably one of your most valuable assets – your investment in your Key Biscayne home. That involves balancing the commitment to efficiently utilize your annual fees to optimize your investment in the Towers. It includes maintaining the almost 50-year-old infrastructure of our buildings and providing services commensurate with being a luxury Key Biscayne condominium association. Making TKB the best place to live is more complex than just finding the lowest cost vendor for the next product we need to buy.

These last two years have given me great respect for the breadth of challenges we face, from addressing the rising waters that are beguiling our lower garage patrons, to renovating roofs and swimming pools that have each encountered expensive complications. Respect for the critical role our workforce plays in our success, to the myriad COVID pandemic related decisions that must be consistent with county and state regulations. There are the day-to-day challenges such as balancing the parking needs of our residents and guests, to finding a good solution to providing electric car charging options for our residents, to addressing our strategic challenges such as our Design Committee will address (that I proudly co-chair) charged with proposing a renovation design plan for our hallways, common rooms, and the visual appeal of our property that will position us well as we start our next 50 years. The goal is not simply getting one of them right. It is to get all of them in balance and creating a process that results in good outcomes. I am optimistic that is possible working with this Board and our Management team.

As I wrote two years ago, my interest and enthusiasm in achieving these priorities is built on a 40-year career in roles as senior operating executive in several domestic and international corporations, board positions in five public and private corporations, as well as four non-profit organizations. My experience as a Chief Financial Officer afforded me the opportunity to sit on the Board, and chair the Audit Committee, of a \$10 billion public chemical company, and a billion-dollar Medicare Advantage provider. Each of these experiences increased my understanding of governance, prioritizing, decision-making, and the critical importance of working collaboratively.

Should you choose to re-elect me to serve on the TKB Board, I look forward to working with you and all the owners of TKB to make the Towers the best place to live on Key Biscayne.

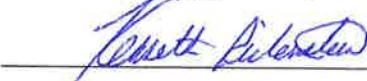
## CANDIDATE APPLICATION FORM

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\*\*\*\*\*  
**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 # 1121

Unit # E608

Print name: KENNETH RICHSTEIN

Dated: 1/27/21

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:**

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**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.

## **Kenneth Richenstein**

My family has a long history with the Towers of Key Biscayne. My parents lived here from the late 70's through 1997. I have fond memories spending Christmas holidays and vacations here with my family. Three years ago, my wife Julie and I moved back to Key Biscayne after having lived 40 miles north of here in Broward County for almost 25 years, returning to TKB as permanent residents in June 2020. Having lived in several locations on and off the Key, we're happy to have come full circle. Our experiences have given me insight into the pros and cons of other communities and how we can improve life at the Towers. I would like the opportunity to contribute to enhancing life here.



Living in Weston (Broward County), I served eight years on the board of a homeowner's association of 268 private homes. It gave me experience and respect for the breadth of challenges associated with efficiently and effectively managing such things as 24/7 security, landscaping, and the many decisions necessary to enhance the value of everyone's home and keeping our community safe and beautiful. Prior to living in Weston, we lived in Floral Park, NY in a three-building complex of over 1,800 apartments on 110 acres. I was a member of its board as it converted from rentals to co-op, helping provide oversight to the many issues that arose each month. It was these board experiences that gave me respect for the importance of responsible management, building a great workforce, dependable decision-making processes, effective communications with fellow owners, and ensuring integrity in everything that is done. I have been impressed with what I've seen at the Towers and am excited to contribute to advancing those objectives.

My professional career began in 1978 working for several large public companies, working my way up from warehousing to marketing and then to sales to some of the country's largest retailers. While living in NY, I was in the import/export business, traveling internationally to source consumer electronics and housewares. Since 1995, I have owned my own insurance agency in Florida. We manage insurance for businesses and individuals, specializing in commercial, general liability, professional, and medical insurance. As insurance is one of the largest costs to our TKB Association, and we have recently faced challenging market pressures, I am confident that I can contribute to our effectively navigating this complex market.

I offer my background in Housing Association Boards, the insurance industry, as well as my management experience and knowledge of TKB history to enhance our community through serving on the TKB Board. I believe these experiences can be valuable in helping to keep our expenses on target, our lines of communication open, supporting residents' needs, and enhancing the value of our homes. I hope you will honor me with your vote to appoint me to the Towers Board.

C A N D I D A T E A P P L I C A T I O N F O R M

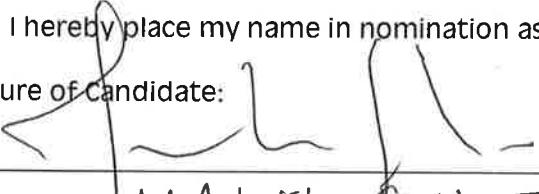
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\*\*\*\*\*  
**The undersigned candidate acknowledges having read the eligibility requirements for serving on the Association's Board of Directors set forth below and by execution of this Candidate Application Form represents that he or she is eligible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

Print name:

  
MANOEL SUHET

Building # F

Unit # F1006

Dated: 01/28/2021

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.

Dear Neighbors:

I have lived at TKB with my wife Lilian and our two daughters Isabella (10) and Valentina (7), since 2015. Like all of you, I am passionate about ensuring that our community retains its status as a premier luxury building. This requires proactive, innovative leadership and leaders with the skills and passion for identifying and executing strategies to enhance our physical property, services, and amenities both cost-effectively and efficiently. As an executive of multi-national companies, I have successfully implemented strategies to strengthen and improve companies. And now, I would like to apply these valuable strategies to contribute to improving our home. As such, **I humbly ask for your support and vote to work as a member of the Board of Directors.**



In my six years as a full-time resident and owner, I have supported the activities and committees in our community. I recently led a group of concerned owners who challenged the approval of the **27% budget increase**. I spent a significant amount of time researching and reworking the 2021 budget assumptions and shared my findings with the current Board and management team. As a result of factually based discussions, our group of like-minded owners advocated against the 27% increase. However, I firmly believe that we could have further reduced expenditures while maintaining or exceeding current service levels. I will encourage the board to be more assertive in communicating, planning, budgeting and executing new and large projects like design corridors, roof, etc. I would like to continue to support and execute cost optimization opportunities and drive innovation to TKB. **For this reason, I have decided to run for one of the three open seats on the Board and believe that my diverse business background and expertise will help us achieve our collective goal of making our community the best place to live on Key Biscayne.**

During my career as an executive, I advanced the success and development of many global companies such as Shell, Trafigura and, Latam Airlines. As a consultant and investor, I have guided several startups and venture capital firms to meet and exceed their goals and benchmarks. As a result, I have developed and honed many business skills that apply to serving on a condo board. Such leadership competences and skills include strategy setting, cost-effective outsourcing, technological transformation, and flawless execution. **I have gained the trust and respect of my peers and the large teams I led throughout my career worldwide because of my assertiveness, honesty, and “roll up my sleeves” work ethic.**

One of the best ways to run any organization -- or community such as ours -- is to be open-minded and listen to all ideas to ensure that everyone has a voice. To maintain unity and inclusiveness, it is critical that Board members listen to and consider the thoughts and concerns of those they represent. **I bring a new perspective of the growing diverse demographic of young professionals with families who are increasingly investing in TKB, and whose priorities & expectations – both current and future – could be complementary to some of the traditional norms that have driven decision making to date.**

For the past seven years, I served on the Board of the Brazilian-American Chamber of Commerce in FL and NYC. I was recently invited by the General Consulate of Brazil in Miami to serve the FL Citizen Council. In addition to being fluent in English, Spanish, and Portuguese, I have adapted to living in different cultures in four countries. My diverse background with expertise in top business schools, in conjunction with my professional experience, provides for cross-cultural leadership and understanding. **I believe these qualities will make me an effective member of our Board and uniquely qualified to understand the cross-cultural and cross-generational concerns of our residents.**

I understand and respect that the money the board spends is OUR money. I believe in financial conservatism – much like I approach personal financial planning and investing. Ultimately, the biggest driver of the value of our property is financial stability and consistency. **If you entrust me with your vote, I pledge to use my skill set to make certain that our association will operate cost-effectively with the highest possible level of productivity and transparency while achieving the service that we deserve.** I am a strong proponent of technology to support the involvement of all owners (both resident and non) in voting, surveys, meeting and committee's participation and communications to aid the board in better understanding owners' wants and needs and to drive community engagement.

Please feel free to contact me. I would appreciate learning about your concerns and interest in getting involved in our community. You can contact me directly at [manoel@msuhet.com](mailto:manoel@msuhet.com) or 786-202-8876. I also invite you to visit my website <https://mailchi.mp/msuhet/manoel-suhet-tkb-board-election-2021>. For detailed information regarding credentials, please visit my Linked-In profile <https://www.linkedin.com/in/manoel-suhet> or one of my companies <https://ceobydemand.com>. **It is my goal to restore best-practices, trust, communication, engagement and transparency to our community.**

Sincerely,  
Manoel Suhet, F1006