

# **CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC. ANNUAL MEETING NOTICE AND ELECTION OF DIRECTORS**

To CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC. Members,

The ANNUAL MEETING of CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC. will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME: Thursday, January 19, 2023, at 6:00 PM**
- **LOCATION: The Clubhouse  
2350 Bayshore Boulevard  
Dunedin, FL 34698**
- **Or Via Zoom**
  - **MEETING ID: 869 7937 0588**
  - **PASSCODE: 244481**

The purpose of the Annual Meeting is to elect directors and to conduct any other business, as permitted by, Florida Statutes and the governing documents of the Association. Please submit a "Notice of Intent to be a Candidate" if you wish to serve on the Board in 2023. Nominations for Directors can be self-nominated or can be taken from the floor. Any homeowner or other eligible person may nominate any other homeowner or eligible person, if written permission has been given from the person being nominated.

Agenda items are as follows:

1. Call to Order
2. Appoint Chairperson to the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies & Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting
6. Election of New Directors
  - Call for Candidate Nominations from the Floor
  - Introduction of Candidates
  - Close of Nominations
  - Appointment of Persons to Assist in Counting Ballots
  - Casting of Ballot
7. New Business
  - Open Forum
  - Announcement & Seating of New Board
8. **Adjournment**

A quorum of Association Members must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a proxy, in order for the Association to conduct business.

**The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.**

## **BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
  - (1) President; (2) Vice President; (3) Treasurer; (4) Secretary (5) Director
4. **Adjournment**

**BY ORDER OF THE BOARD OF DIRECTORS  
PHIL COLETTIS, LCAM**

**“NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS”**

**CURLEW LANDINGS HOMEOWNERS’ ASSOCIATION, INC.**

I, (print name) \_\_\_\_\_, hereby place my name

in nomination as a candidate for the Board of Directors. I (circle one) **am/am not** enclosing an

information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in the

Information Sheet.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone: \_\_\_\_\_

**I have read, understand, and agree to abide by the Association Documents.**

\_\_\_\_\_ **(INITIAL)**

Anyone interested in running as a candidate, including those currently serving, may fill out this ***Intent to be a Candidate*** form and mail it to Ameri-Tech Community Management, Inc. prior to the meeting. However, nominations for the Board may also be taken from the floor the night of the meeting. Immediately following the Annual Meeting, the Board will meet briefly to elect officers.

**RETURN TO: CURLEW LANDINGS HOMEOWNERS’ ASSOCIATION, INC.  
AMERI-TECH COMMUNITY MANAGEMENT, INC.  
24701 US HIGHWAY 19 NORTH, SUITE 102  
CLEARWATER, FL 33763**

**PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM  
CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC.**

**PROXY**

The undersigned owner(s) or designated vote of Unit/ Address \_\_\_\_\_  
in **CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC.** hereby appoints the **Secretary**  
of the Association or (fill in name) \_\_\_\_\_ as my proxy holder to **ATTEND**  
the Annual Membership Meeting of **CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC.** to be held at **6:00**  
**PM on Thursday, January 19, 2023 at the Clubhouse or Via Zoom, 2350 Bayshore Boulevard, Dunedin, FL**  
**34698.**

The proxy- holder named above has the authority to vote and act for me to the same extent that I  
would, if personally present, with power of substitution, including the establishment of a quorum, in  
all matters before the membership, except that my proxy holder's authority is limited as indicated  
below:

**GENERAL POWERS:** Check "General Powers" if you want your proxy holder to vote on other  
issues which might come up at the meeting and for which a limited proxy is not required.

\_\_\_\_\_ I authorize and instruct my proxy holder to use his or her best judgement on all other  
matters which properly come before the meeting and for which a general proxy may be used.

Signature of Owner or Designated Voter:

Signature of Co-Owner

Date:

Print Name:

Print Name:

Date:

**SUBSTITUTION OF PROXY HOLDER**

The undersigned, appointed as proxy holder above, designates \_\_\_\_\_

To substitute for me in voting the proxy set forth above. (Print Name)

Dated: \_\_\_\_\_

(Signature of Proxy-holder)

**This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and  
any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date  
of the original meeting for which it was given.**

## VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-723-1101 or mailing the proxy to Ameri-Tech Community Management, Inc., 24701 US Hwy 19 N, Suite 102 Clearwater, FL 33763.** You may also bring the proxy with you the night of the meeting. It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.
5. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
6. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as a proxy decides that he or she will be unable to attend the meeting.

**The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum**

CURLEW LANDINGS HOMEOWNERS' ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management, Inc.,  
24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763  
E-mail: [pcolettis@ameritechmail.com](mailto:pcolettis@ameritechmail.com) – 727-726-8000 Ext 259  
**EMERGENCY CONTACT INFORMATION  
FOR OWNER OR TENANT**

PROPERTY ADDRESS \_\_\_\_\_ UNIT \_\_\_\_\_

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management, Inc. c/o Phil Colettis.

Homeowners Name(s) \_\_\_\_\_

Resident Address \_\_\_\_\_ Unit \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Text Cell Phone: YES or NO

Email \_\_\_\_\_ Cell # \_\_\_\_\_

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Nearest Relative (in case of emergency)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

TENANT(s), if applicable \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_ Text Cell Phone: YES or NO

E-mail \_\_\_\_\_ Cell # \_\_\_\_\_

Number of Person(s) occupying unit

Number of Pets (and type)

Adults(s) \_\_\_\_\_ Children \_\_\_\_\_

Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other \_\_\_\_\_

Vehicle(s)      Make/Yr      Model

Color      TAG Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PLEASE SIGN AND DATE BELOW:

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner Signature (if applicable)

\_\_\_\_\_  
Date

I give permission to share my personal information (phone numbers, e-mail & address) with other Curlew Landings Homeowners' Association, Inc. owners.