

OSPREY LANDING HOMEOWNERS' ASSOCIATION, INC.

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

TO ALL MEMBERS:

On October 27, 2021, at 6:30 pm (roll call at 6:00 pm), via zoom (in person TBD), 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. The purpose of this "First Notice" is to advise you of the date, time and place of the Annual Membership Meeting and Election, and to inform you of the process for qualifying for the Board.

Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEMBERSHIP MEETING" which will specify the agenda and advice of other important information concerning the Annual Membership Meeting.

QUALIFYING FOR THE BOARD

On or before September 25, 2021 you may give written notice to the Association of your desire to run for the Board and have your name listed as a candidate on the materials included within the Second Notice. **The Association's mailing address is Osprey Landing HOA, c/o Sunstate Association Management Group, Inc., P.O. Box 18809, Sarasota, FL 34276. The attached "Notice of Intent to be a Candidate for the Board" may be used for that purpose.**

In addition, you may include a one-sided (8 1/2 x 11 inch) Information Sheet supporting your qualifications for the Board of Directors. This information sheet must be submitted to the Association on or before September 26, 2021 *if you wish to have it included in the Second Notice.*

The Agenda, Candidate Intent, Information Sheet, Proxy and Ballot will be mailed to voting members by September 27, 2021.

**FLOOR NOMINATIONS WILL NOT BE TAKEN AT THE MEETING.*

BY ORDER OF THE BOARD OF DIRECTORS
Osprey Landing Homeowners Association, Inc.

OSPREY LANDING 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 *Osprey Landing Homeowners Association, Inc.* I certify that I have **read the association's Second Amended and Restated Declaration of Covenants and Restrictions of Osprey Landing Homeowners Association, 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