

**ANNUAL MEETING
SECOND NOTICE**

To: All Members, Shipyard Condominium Association

The Annual Meeting and Board Election of Shipyard Condominium Association, Inc., will be held at:

4:00 PM, Monday, January 22, 2024 and will be conducted as an open conference call via Zoom and an in-person option located at Preferred Properties conference room with limited capacity.

The purpose of this annual unit owner meeting was to elect five (5) Directors and to conduct such other business as may lawfully be conducted as provided for under Florida Statute 718.112(2)(d).

The five (5) members listed below returned an Intent form prior to the deadline. These members will automatically be appointed to the next Board of Directors at the Annual Meeting.

Jack Agnew, Phil Babuder, Glenn Krauss, Francine Lecompte-Gittins, Craig Tellerd

The purpose of this SECOND NOTICE, is to provide you with: (1) an Agenda for the Meeting, and (2) a Proxy for the Meeting.

All members are encouraged to attend the annual meeting. Important information will be discussed which may require your input.

This SECOND NOTICE also serves as notice that, immediately following the Annual Meeting, there will be an organizational meeting of the Board of Directors for the purpose of electing officers of the Association and conducting any such other lawful business of the Association.

Enclosed please find:

Agenda - Annual Meeting on January 22, 2024.

Proxy - This is only valid for voting on non-substantive issues addressed at the meeting, meeting quorum requirements, and on those matters specifically limited on the proxy form.

PLEASE NOTE:

Whether or not you plan on attending the meeting, please complete the enclosed Proxy and return it to the Association's administrative office prior to the meeting date.

*Shipyard Condominium Association
520 Southard Street
Key West, Florida 33040*

305-296-0556 office

admin@cackw.com

Join Zoom Meeting

<https://zoom.us/j/95449464186?pwd=cEpmTVZ4RGhNdnNubDJ5WTNDRXNzZz09>

Meeting ID: 954 4946 4186

Passcode: 851373

Dial by your location

•+1 305 224 1968 US

•+1 929 205 6099 US (New York)

•+1 301 715 8592 US (Washington DC)

•+1 309 205 3325 US

•+1 312 626 6799 US (Chicago)

•+1 646 931 3860 US

•+1 253 215 8782 US (Tacoma)

•+1 346 248 7799 US (Houston)

•+1 360 209 5623 US

•+1 386 347 5053 US

•+1 507 473 4847 US

•+1 564 217 2000 US

•+1 669 444 9171 US

•+1 669 900 6833 US (San Jose)

•+1 689 278 1000 US

•+1 719 359 4580 US

•+1 253 205 0468 US

Shipyards Condominium Association, Inc.
ANNUAL MEETING
4:00 PM, Monday, January 22, 2024
Open Conference Call
VIA ZOOM

AGENDA

1. Call to Order by Chairperson
2. Certify Quorum
3. Proof of Notice of Meeting
4. Approval of Prior Minutes
5. President's Report
6. Year 2023 Financial Report
7. Unfinished Business
8. New Business
 - Introduce Board of Directors.
 - Vote on giving Board of Directors the ability to reduce the annual audit requirement for the present year to a review.
 - Vote on rolling over excess Member revenues to the following year.
 - Vote on allowing the use of reserve funds in case of a disaster.
9. Questions and Comments
10. Adjournment

Shipyards Condominium Association, Inc.
Organizational Board of Directors Meeting
(Immediately following Annual Meeting)
Open Conference Call
VIA ZOOM

AGENDA

Purpose: Conduct Regular Business as Properly Brought Before the Board of Directors.

1. Call Meeting to Order
2. Determination of Quorum
3. Proof of Notice of Meeting
4. Approval of Prior Minutes
5. Elect Officers & Appoint Committees
6. Unfinished Business
7. New Business
8. Association Member Input
9. Adjournment

SHIPYARD CONDOMINIUM ASSOCIATION, INC.

PROXY

The undersigned hereby appoints _____ (or if left blank, the Secretary of the Association) as Proxy, with full power of substitution, to attend the Annual meeting of the Association to be held **January 22, 2024, by an open conference call VIA ZOOM.**

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, except that my proxy holder's authority is limited as indicated below:

LIMITED POWERS. I specifically authorize and instruct my proxy holder to cast my vote in reference to the following matter as indicated below:

1. Approve giving the Board of Directors the ability to reduce the annual audit requirement for the present year to a review of the financial records.

- Cast my **vote to approve** giving the Board of Directors the ability reduce the annual audit requirement for the present year to a review of the financial records.
- Cast my **vote against** giving the Board of Directors the ability reduce the annual audit requirement for the present year to a review of the financial records.

2. Approve of rolling over any excess member revenues to the following calendar year. The Board of Directors supports the rollover in that the budget is put together based on the rollover being approved as has been done in the past.

- Cast my **vote to approve** of rolling over any excess member revenues to the following year.
- Cast my **vote against** rolling over any excess member revenues to the following year.

3. Approve of allowing the use of reserve funds in case of a disaster.

- Cast my **vote to approve** of allowing the use of reserve funds in case of a disaster.
- Cast my **vote against** allowing the use of reserve funds in case of a disaster.

WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

Please remember to date and sign the proxy form; otherwise the proxy form will be invalid.

Proxies may be mailed, emailed or hand delivered to the Administrative office prior to the Annual Meeting.

Dated this ____ day of _____, 20__.

If the unit/home/lot is owned by more than one person, all owners must sign unless one of the owners has been appointed to act individually by way of a voting certificate.

Signature of Owners _____

Print Names _____

Unit #/Lot#/Home Address _____

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, designates _____ to substitute for me in voting the proxy set forth above.

Date: _____

In no event shall this proxy be valid for any period that exceeds the requirements of the governing documents of the Association or applicable state or local laws governing community associations. This proxy is revocable by the unit owner.

VOTING CERTIFICATE

A VOTING CERTIFICATE is included with this notice, but **most property owners will probably not need to complete a VOTING CERTIFICATE.**

The following examples indicate the proper use of a Certificate:

1. Unit owned by John Doe, individually. **NO VOTING CERTIFICATE REQUIRED.**
2. Unit owned by a married couple. **NO VOTING CERTIFICATE REQUIRED.**
3. Unit owned by John Doe and his brother Jim. **VOTING CERTIFICATE REQUIRED** designating either John or Jim as Voting Representative (NOT A THIRD PERSON).
4. Unit owned by ABC, Inc., a corporation. **VOTING CERTIFICATE REQUIRED** designating an officer or employee entitled to vote, signed by the President or Vice President of the corporation and attested by the Secretary of the corporation.

Please note the following information about VOTING CERTIFICATES.

1. The purpose of a VOTING CERTIFICATE is to establish who is authorized to vote for a unit owned by a corporation or other entity or otherwise more than one person (**except a married couple**). A voting certificate is not needed if the unit is owned by only one person or jointly by a married couple.

2. A VOTING CERTIFICATE is not a proxy and may not be used as such. Only an owner or the appropriate corporate officer (or officer of similar legal entity) may be named on a VOTING CERTIFICATE, not a third party.

3. A VOTING CERTIFICATE must be signed by all of the owners of the unit (not just the voting representative) or, in the case of ownership by a legal entity other than a real person, by the appropriate officer.

4. The person designated on the VOTING CERTIFICATE will receive the Second Notice pertaining to the election of Directors and be authorized to cast the ballot for the election.

**CERTIFICATE OF APPOINTMENT
OF VOTING REPRESENTATIVE**

To the Secretary of
SHIPYARD CONDOMINIUM ASSOCIATION, INC.
(The Association)

THIS IS TO CERTIFY that the undersigned, constituting all of the owners of Unit No. _____ in SHIPYARD CONDOMINIUM ASSOCIATION, INC., have designated _____ 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, the Articles and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

1. Unit owned by John Doe, individually. **NO VOTING CERTIFICATE REQUIRED.**
2. Unit owned by a married couple. **NO VOTING CERTIFICATE REQUIRED.**
3. Unit owned by John Doe and his brother, Jim. **VOTING CERTIFICATE REQUIRED** designating either John or Jim as the Voting Representative (**NOT A THIRD PERSON.**).
4. Unit Owned by ABC, Inc., a corporation. **VOTING CERTIFICATE REQUIRED** designating an officer or employee entitled to vote, signed by President or Vice-President of Corporation and attested to by Secretary of Corporation.

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

DATED the ____ day of _____, 20__.

OWNER

OWNER

OWNER

NOTE:

- 1) All Unit Owners need to sign this Certificate when it is used.
- 2) Please be sure to designate one of the joint owners of the unit as the Voting Representative, not a third person. This form is not a proxy and should not be used as such.

Please return this Voting Certificate to the below address or email to Admin@cackw.com

*Shipyard Condominium Association, Inc.
520 Southard Street
Key West, Florida 33040*