



October 1, 2025

We are pleased to inform you that the 2025 Election for our community has been scheduled for December 2, 2025. This is an important event for our association, and we encourage all members to participate.

Enclosed with this communication, you will find the First Notice of Election, which outlines the election procedure, important dates, and other essential information. Please take a moment to review the details.

We often receive questions regarding the Voting Certificate requirement. If your unit is owned by more than one individual, a corporation, or a partnership, a Voting Certificate must be on file. This form designates the individual authorized to vote on behalf of the unit and is a necessary part of the election process.

We kindly ask that you submit the completed Voting Certificate prior to the meeting to ensure your eligibility to vote. If you have not yet submitted this form, please do so promptly. A voting certificate is valid unless revoked in writing by a subsequent certificate.

Should you have any questions or require assistance with the Voting Certificate or any other election-related matters, please do not hesitate to contact our office. We are here to assist you.

Thank you for your attention to this matter. We look forward to your participation in the upcoming election.

With Sincere Thanks,

SKolacz

Shannon Kolacz, LCAM

Summer House in Old Ponte Vedra Condominium Association

700 Ocean Place | Ponte Vedra Beach, FL 32082

904.285.4200

www.mysummerhousedream.com

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**FIRST NOTICE OF ANNUAL ELECTION MEETING FOR
SUMMER HOUSE IN OLD PONTE VEDRA
CONDOMINIUM ASSOCIATION, INC.**

October 1, 2025

Dear Owner:

On behalf of the Board of Directors of Summer House in Old Ponte Vedra Condominium Association, Inc. (the "Association"), this letter shall serve as the First Notice of the Annual Meeting of the Members of your Association for the election of two (2) Directors to serve on the Board of Directors of the Association.

The Annual Meeting will be held on:

DATE: **Tuesday, December 2, 2025**

TIME: **6:00pm**

LOCATION: **Zoom/ Beachside Clubhouse**

ZOOM: *You are invited to a Zoom meeting.*

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/CJUHOKggR3GmEpgp9ZGC8A>

After registering, you will receive a confirmation email containing information about joining the meeting.

Instructions for unit owners who desire to run for the Board are enclosed: "How to Become a Candidate".

The governing body for Summer House in Old Ponte Vedra Condominium Association, Inc., is a very important part of condominium living and has been organized for the benefit of all condominium owners. This meeting is your opportunity to vote for and participate in the election of those persons who will be your "Voice in Government"; and therefore, the return of your ballot is very important. You will receive the ballot with the second mailing package in approximately forty-five (45) days.

If you have any questions concerning this procedure, please feel free to contact the Management Office at (904) 285-4200.

Thank you in advance for your participation.

Respectfully,

Shannon Kolacz, LCAM
Property Manager First Service Residential
Summer House in Old Ponte Vedra Condominium Association
700 Ocean Place
Ponte Vedra Beach, FL 32082

Enclosures:

- How to Become a Candidate Instructions
- Notice of Intent to Become a Candidate
- Voting Certificate Instructions
- Voting Certificate



HOW TO BECOME A CANDIDATE

1. Any unit owner desiring to be a candidate for the Board of Directors must give written notice to the Association on/or before **Thursday, October 23, 2025** (not less than forty (40) days before the scheduled election). Written notice to the Managing Agent shall be deemed adequate written notice. Written notice shall be accomplished by one (1) or more of the following methods.

A. By certified mail, return receipt requested, addressed to the Managing Agent

B. Personal delivery to the Managing Agent

C. By regular U.S. Mail, facsimile, email or other method of delivery to the Managing Agent.

2. Upon receipt by the Managing Agent, of written notice that a unit owner desires to be a candidate for the Board of Directors, the Managing Agent shall include that notice of intent to run for the Board of Directors with the Second Election notice to be mailed to all Homeowners.

3. Each candidate also has the option to deliver to the Association on/or before **Tuesday, October 28, 2025**, an information sheet describing the candidates' background, education and qualifications and any other factors deemed relevant by the candidate. The association shall mail or deliver a copy of each candidate's information sheet with the Second Notice of Election to be mailed or delivered by the Association to all members approximately fourteen (14) days prior to the Annual Members Meeting.

An information sheet is attached.

4. A person who has been convicted of a felony by any court of record in the United States and who has not had his or her right to vote restored pursuant to law in the jurisdiction of his or her residence is ineligible to serve on the board.

5. Candidates must be a unit owner of record (by way of deed or title) at the association office at the time of notice.

6. Co-owners are not allowed to serve on the board at the same time unless they own more than one unit or there are not enough eligible candidates to fill the vacancies on the board at the time of the vacancies.

7. Unit owners who are delinquent with their regular assessments or those who have outstanding fines or special assessments to the association 90 days or more are also ineligible to serve on the board.

8. Within 90 days of being elected to the board, each newly elected director must certify in writing that he or she has "read the association's declarations of condominium, articles of incorporation, bylaws, and current written policies;" and that he or she will work to uphold the documents, and "will faithfully discharge his or her fiduciary responsibility to the association's members." Additionally, they must submit a certificate of satisfactory completion of the educational curriculum administered by a division-approved condominium education provider within 90 days of accepting a position on the Board.

9. The address of the Managing Agent of the Association is:

**Summer House in Old Ponte Vedra
Condominium Association, Inc.
700 Ocean Place
Ponte Vedra Beach, FL 32082**



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

SUMMER HOUSE IN OLD PONTE VEDRA
CONDOMINIUM ASSOCIATION, INC. (the “Association”)**

I, _____, hereby place my name in nomination as a Candidate for the Board of Directors of the above Association. I understand that I am responsible for the accuracy of the information contained in the information sheet if submitted.

DATE: _____, 2025

Signature

Print Name

Unit #

Address

Mailing Address (if different from Unit Address):



CANDIDATE INFORMATION SHEET

NAME _____

Unit # _____

SIGNATURE: _____

DATE: _____

**SUMMER HOUSE IN OLD PONTE VEDRA
CONDOMINIUM ASSOCIATION, INC.**

Voting Certificate Instructions

A Voting Certificate is being provided to determine who the voting representative will be for your unit.

If your unit is owned by more than one person (even if *husband and wife*), a corporation, or a partnership, a Voting Certificate is required.

Please note the following information about the Voting Certificate:

1. A Voting Certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person, a corporation or a partnership.
2. A voting certificate is **not needed** if the unit is owned by only one person.
3. **If a unit is owned by more than one person, the Voting Certificate must be signed by all of the owners of the unit or the appropriate corporate officer.**
3. A Voting Certificate is **NOT A PROXY OR BALLOT** and may not be used as such. Only an owner or the appropriate corporate officer may be named on the Voting Certificate, **not a third party**.
4. A voting certificate is valid unless revoked in writing by a subsequent certificate.

Please return the Voting Certificate, if required to:

Summer House in Old Ponte Vedra Condominium Association, Inc.
700 Ocean Place
Ponte Vedra Beach, FL 32082

If you have any questions regarding the Voting Certificate, please feel free to call the Management Office at (904) 285-4200.

**VOTING CERTIFICATE
SUMMER HOUSE IN OLD PONTE VEDRA
CONDOMINIUM ASSOCIATION, INC.**

TO: The Secretary of Summer House in Old Ponte Vedra
Condominium Association, Inc.

Dated _____

The undersigned state they are the owners of Unit # _____ Unit Address: _____
_____ of the above Association.

Pursuant to the documents of Summer House in Old Ponte Vedra Condominium Association, Inc., the undersigned do hereby designate the following person as voting member for the aforementioned Unit:

**(Insert Name of One Unit Owner Only
Or One Officer or Partner Only
Designated as the Voting Representative for Your Unit)**

**ALL OWNERS OF THE UNIT MUST SIGN BELOW
(if unit is owned by more than one person and/or husband
and wife)**

(OWNER)

(OWNER)

(OWNER)

Or if Unit is owned by a Corporation:

Officers of the Corporation which owns the above described unit must sign below:

President/V.P.

Secretary/Asst.Sect.

Or if Unit is owned by a partnership:

I am a General Partner of the general or limited partnership which owns the above described unit.

General Partner

Or if Unit is owned by a Trust:

I am a trustee of the trust which owns the above described unit.

Trustee