

**Bloomfield on Square Lake
Condominium Association**

2020 ANNUAL MEETING OF MEMBERS – FIRST NOTICE OF ANNUAL MEETING

Dear Member:

Pursuant to the Bloomfield on Square Lake Condominium Documents, Article II, Section 3, notice is hereby given for the Annual Meeting of Members of the Association. This meeting is to be held on:

**Tuesday, September 22, 2020 by Zoom
The meeting will be called to order at 7:00 p.m.**

**To attend the meeting, please send an email request to ctoles@highlandergroup.net for a meeting invitation.
Email subject line will need to read: Annual Meeting Invitation Request**

Please be advised at the Annual Meeting of Members of the Association, **THREE (3)** seats on the Board of Directors will expire. Terms of office will expire for **Gerry Coyne, Rick Kedzierski and Rick Merson**. Two positions are for two years and one position will be until the 2021 annual meeting. Leslie Logan and Liz Morehouse each have one year remaining.

Please read the following carefully, as the voting procedures have changed.

To place your name or the names of fellow members in nomination for a position on the Board of Directors, please fill out the enclosed **Nomination Form**. Return this form to The Highlander Group, Inc. The deadline to receive this form by The Highlander Group, Inc., is **September 7, 2020**, so that an absentee ballot may be printed and enclosed with the Second Notice distribution. There will be **no** nominations taken from the floor on the day of the meeting. All absentee ballots must be received to The Highlander Group's office **by Monday, September 21, 2020, 9:00 am** to be valid; the ballots will be counted prior to the annual meeting. Ballots will be used to 1) meet the quorum requirement to have the annual meeting and 2) to vote for the candidates of your choice. The three candidates with the most votes will be declared the winners and their names will be announced at the annual meeting. With the second notice if you are nominating someone other than yourself, please be sure to obtain his/her approval to submit his/her name.

In compliance with Article I, Section E of the Association Condominium Bylaws, the enclosed **Designation of Voting Representative Form** must be completed and returned to this office prior to the Annual Meeting, as only one vote per unit will be accepted. This form must be submitted each year to cast your vote. This form is not a Proxy; rather, it is the designation of the person from your unit who will cast the ballot.

Any member who is delinquent to the Association cannot vote at this Annual Meeting. Therefore, **all fees owing the Association must be paid in full as of September 18, 2020, in order to cast your ballot.**

On behalf of the Board of Directors, we look forward to seeing you on Zoom on September 22nd!

Sincerely,

The Highlander Group, Inc.
On Behalf of Bloomfield on Square Lake
Condominium Association Board of Directors

Constance M. Toles
Community Association Manager

Enc. – Nomination Form; Designation of Voting Representative

Bloomfield on Square Lake

NOMINATING BALLOT

I wish to nominate the following co-owners(s) for the Bloomfield on Square Lake Condominium Association Board of Directors:

CO-OWNER

ADDRESS

Note: If you are nominating another co-owner for a seat on the board of directors, please be sure that you obtain his/her approval before you submit his/her name.

I, _____ (*print name*), wish to run for a seat on the Bloomfield on Square Lake Condominium Association Board of Directors. My address is _____, and I may be reached by phone at _____ (*work*) or _____ (*home*).

Date:

Signature:

If you would like, you may include a **brief resume** of experience, educational background and thoughts on why you would like to run for a seat on the board of directors. If we receive this information in time, we will summarize it for the members' consideration prior to voting.

PLEASE RETURN THIS FORM, ALONG WITH YOUR RESUME,
TO OUR OFFICE AT THE ADDRESS BELOW
OR VIA E-MAIL TO ctoles@highlandergroup.net
SEPTEMBER 7, 2020 IS DEADLINE.

BLOOMFIELD ON SQUARE LAKE Condominium Association

DESIGNATION OF VOTING REPRESENTATIVE

The undersigned, being the owner of unit # _____ in
BLOOMFIELD ON SQUARE LAKE Condominium Association hereby designates:

(Print the name of the person from your unit who will cast your ballot.)

pursuant to ARTICLE I, SECTION E of the BLOOMFIELD ON SQUARE LAKE Condominium Association Bylaws, as the individual representative who shall vote at the meetings of the Association and receive all notices and other communications from the Association on behalf of the undersigned owners.

PRINT NAME

CO-OWNER SIGNATURE

DATE

PRINT NAME

CO-OWNER SIGNATURE

DATE

ADDRESS

Return this form to The Highlander Group, Inc. at the address below.

This form is **not a Proxy** and should not be used to assign your vote to another co-owner if you cannot be at the meeting. Rather, this form is used to designate the one person from your unit who will serve as the official "Voter". The Bylaws require that only one person per unit may vote at the meeting. That person from your unit should be filled in on the space provided above.