St. Augustine Ocean & Racquet Club Condominium Association, Inc.
Final Notice of 2021 Annual Meeting of Members
AND
Election of Directors

To: All Unit Owners

NOTICE is hereby given that a regular election to fill the vacancies on the Board of Directors caused by the expiration for the terms of office will occur at the time and place at which the annual meeting is scheduled to occur; that being:

Date: October 16, 2021
Hour: 10 AM
Place: The Annual Owner's Meeting will be broadcasted VIA Zoom and in person from 880 A1A Beach Blvd., St. Augustine, FL 32080.

PLEASE TAKE NOTICE OF THE FOLLOWING:
The primary purpose of the meeting is the election of members of the Board of Directors. There are six (6) vacancies to be filled and nine (9) members to be considered for election. Because the Board has established "staggered" terms for the Directors the three candidates who receive the greatest number of votes will serve two-year terms and the other three will serve a one-year term. It will assist establishing a vote spread if you only vote for your preferred 2 to 3 candidates. The election process is as follows:

A. **BALLOT**: Your ballot for election of Directors with appropriate envelopes is enclosed. To ensure that your ballot is validated, be sure to read and carefully follow the instructions on the ballot form. Ballots must be either mailed or hand delivered to the association: they cannot be sent via facsimile or electronic transmission. The signature on the outer envelope MUST be the signature of the "Primary Occupant" as designated on the Voter Certificate on file with the Association.
B. **PROXY**: If you do not intend to attend the annual meeting in person, please complete the enclosed proxy form and return it in the identified envelope so that a quorum can be attained. The following are the steps which you must follow to ensure that your proxy will be valid:
    1. Only the owner (Primary Occupant) identified on the Voter Certificate can sign the proxy.
    2. You may insert the name of the person you wish to act as your proxy holder if you wish. However, for the proxy to be valid, that person must actually attend the meeting. If you choose not to insert a name, then the Secretary of the Association will serve as your proxy.
    3. The General Proxy will only be used for the establishment of a quorum, which is a majority of the voting interest in the association.
    4. Please return the Proxy in the envelope identified as the Proxy envelope.
C. **VOTING CERTIFICATE:** Article II. C. of the ORC Bylaws States: "*The instrument designating the Primary Occupant shall be filed with the Association, and the person so designated shall be and remain the Primary Occupant of the Unit until such designation has been revoked by written instrument executed by the owner of the Unit or by lawful conveyance of the Unit. The Primary Occupant of the Unit shall be the only person entitled to cast or exercise, in person or by proxy, or by proxy, the vote of the owners of such unit at any meeting of Members or in connection with any action concerning which members of the Association shall be required of allowed to vote or otherwise act.*"
    1. If you are uncertain whether a Certificate is on file with the Association, please complete the attached copy and return in the "Proxy" envelope.

St. Augustine Ocean & Racquet Club Condominium Association, Inc.

DATED 13 SEPTEMBER 2021

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By Direction of the Board of Directors
Stephanie McEnany, LCAM
St. Augustine Ocean & Racquet Club