

**FIRST NOTICE OF DATE OF ANNUAL MEETING  
AND BOARD ELECTION OF  
THE RIVERVIEW ASSOCIATION, INC.  
AND PROCEDURE FOR QUALIFYING FOR BOARD**

**TO ALL MEMBERS:**

On **Saturday, January 25, 2025**, at **1:00 PM**, in **1400 1st Ave W, Bradenton FL 34205** and **remotely via Zoom**, the Annual Meeting of the Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. Subsequent to this “FIRST NOTICE” you will receive a “SECOND NOTICE OF ANNUAL MEETING” that will specify the agenda and advise of other important information concerning the Annual Meeting.

The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and Election and to inform you of the process for qualifying for the Board.

**QUALIFYING FOR THE BOARD**

On or before **Monday, December 16, 2024**, you must give written notice to the Association of your intent to run for the Board. The enclosed “Notice of Intent to be a Candidate for the Board” may be used for that purpose. **Please note that if the deadline to receive the Notice of Intent to be a Candidate falls on a day when the Association Office is closed, the deadline is NOT extended. The Notice of Intent to be a Candidate must be received by the Association no later than the stated deadline and it is the Candidate’s responsibility to ensure timely receipt by the Association.** The notice can be sent via regular mail or hand-delivery to the Association’s mailing address: **1400 1st Ave W, Bradenton FL 34205** or via email to: **lkelly\_sd@hotmail.com**.

You may submit an Information Sheet, on only 1 side of a page no larger than 8-1/2 inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association on or before **Saturday, December 21, 2024**.

The ballots and timely submitted Information Sheets will be mailed to voting members, with the Second Notice of the Annual Meeting, not less than **fourteen (14)** days prior to the date of the Annual Meeting.

**VOTING CERTIFICATE**

A voting certificate is being provided to determine who the voting member will be for your unit, if your unit is owned by more than one person or a corporation, or an entity. **FORGERY OF A VOTING CERTIFICATE USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD-DEGREE FELONY.** Please note the following information about VOTING CERTIFICATES:

1. A voting certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (even if married couples) or a corporation, or an entity. A voting certificate is not needed if the unit is owned by only one person.

2. A voting certificate is not a proxy and cannot be used as such. Only an owner or an appropriate corporate officer or the authorized entity agent can 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 or an appropriate corporate officer or the authorized entity agent.
4. A voting certificate is enclosed with this notice for your use, if needed.
5. The person designated in the voting certificate will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election.

Date: 11 / 26 / 24.

**BY ORDER OF THE BOARD OF DIRECTORS**

*Lisa Kelley / m t k*

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**Lisa Kelley, Secretary**

**NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS  
OF THE RIVERVIEW ASSOCIATION, INC.**

I, (print name) \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors. I understand that I am responsible for the timely delivery of this Notice of Intent. I (circle one) am/am not enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

Unit No.: \_\_\_\_\_

Date: \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_

**PLEASE NOTE: UNDER THE AMENDED PROVISIONS OF THE CONDOMINIUM ACT, YOU WILL NOT BE ELIGIBLE FOR BOARD MEMBERSHIP IF ANY OF THE FOLLOWING APPLY:**

- I. IN A CONDOMINIUM WITH MORE THAN 10 UNITS, IF YOU AND A CO-OWNER OF YOUR UNIT WOULD SERVE ON THE BOARD AT THE SAME TIME, UNLESS YOU OWN MORE THAN ONE UNIT OR UNLESS THERE ARE NOT ENOUGH ELIGIBLE CANDIDATES TO FILL THE VACANCIES ON THE BOARD AT THE TIME OF THE VACANCY;**
- II. YOU WERE A DIRECTOR WHO WAS SUSPENDED OR REMOVED BY THE DIVISION AND SUCH SUSPENSION OR REMOVAL TIME PERIOD IS STILL IN EFFECT ON MONDAY, DECEMBER 16, 2024;**
- III. ON MONDAY, DECEMBER 16, 2024, YOU ARE DELINQUENT IN THE PAYMENT OF ANY REGULAR OR SPECIAL ASSESSMENT OWED TO THE ASSOCIATION;**
- IV. YOU WERE CONVICTED OF A FELONY IN FLORIDA OR CONVICTED OF AN OFFENSE IN ANOTHER JURISDICTION THAT WOULD BE CONSIDERED A FELONY IN FLORIDA (UNLESS YOUR CIVIL RIGHTS HAVE BEEN RESTORED FOR AT LEAST FIVE YEARS AS OF MONDAY, DECEMBER 16, 2024;**
- V. YOU ARE A DIRECTOR CHARGED WITH A FELONY THEFT OR EMBEZZLEMENT OFFENSE INVOLVING THE ASSOCIATION'S FUNDS OR PROPERTY AND SUCH CRIMINAL CHARGE IS PENDING AS OF MONDAY, DECEMBER 16, 2024; AND/OR**
- VI. YOU HAVE A CRIMINAL CHARGE PENDING INVOLVING FORGERY OF A BALLOT ENVELOPE OR VOTING CERTIFICATE USED IN A CONDOMINIUM ASSOCIATION ELECTION, THEFT OR EMBEZZLEMENT OF FUNDS OR PROPERTY OF A CONDOMINIUM ASSOCIATION, THE DESTRUCTION OF OR REFUSAL TO ALLOW INSPECTION OR COPYING OF AN OFFICIAL RECORD THAT IS ACCESSIBLE TO OWNERS IN FURTHERANCE OF ANY CRIME, OBSTRUCTION OF JUSTICE, OR ANY OTHER CRIMINAL VIOLATION UNDER CHAPTER 718, FLORIDA STATUTES, INCLUDING, BUT NOT LIMITED TO, FRAUDULENT VOTING ACTIVITIES.**

**CERTIFICATE APPOINTING VOTING MEMBER**

To the Secretary of **The Riverview Association, Inc.** (the “Association”)

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. \_\_\_\_\_ in **The Riverview, A Condominium**, have designated

\_\_\_\_\_  
(Name of Voting Member)

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 Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

1. Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John or Jim as the Voting Member. NOT A THIRD PERSON.
2. Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote, signed by President or Vice President of Corporation.
3. Unit owned by Overseas, LLC. Voting Certificate must be filed designating the person entitled to vote, signed by an authorized agent of the entity.
4. Unit owned by partnership. Voting Certificate must be filed designating the person entitled to vote, signed by an authorized agent of the entity.
5. Unit owned by a married couple. Voting Certificate required designating one of the spouses as the Voting Member. NOT A THIRD PERSON.

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

Date:\_\_\_\_\_.

Signatures for Individual Unit Owners:

\_\_\_\_\_  
OWNER (Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
OWNER (Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
OWNER (Print Name)

\_\_\_\_\_  
(Signature)

Signature for Corporate Owners:

Name of Corporation:\_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature for Entity Owners (Partnership, Trust, or other Entity):

Name of Entity: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

**NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the unit as the Voting Member, not a third person. Please be advised that if you previously filed a Certificate Appointing Voting Member with the Secretary of the Association, you do not need to file another Certificate unless you want to change the designation of your Voting Member.**