

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

FIRST NOTICE OF ANNUAL MEETING, NOTICE OF ELECTION AND PROCEDURE FOR QUALIFYING FOR BOARD

September 18, 2025

Dear Unit Owner:

NOTICE IS HEREBY GIVEN, in accordance with the Florida Condominium Act, that the Annual Meeting and the Election of Directors for **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.** will be held on **Monday, November 17, 2025 at 6:00 p.m.** at the **Pool located at 8395 Meadowbrook Drive, Seminole, FL 33777.** 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 the "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" 30 days prior to the Annual Meeting, which Notice 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 to inform you of the process for qualifying for the Board.

This is the first required notice. A copy of the proposed budget will be included in the Second Notice, in addition to the ballot (if there is an election), and proxy that you would need to complete. We encourage owners to attend the meeting so we can get feedback from our community about what we all need and want to have in the future. The Budget Meeting will be first, then the Annual Meeting followed by the Organizational Meeting. We look forward to seeing you there.

QUALIFYING FOR THE BOARD

Not less than 40-days prior to the Annual Meeting, you must give written notice, either by mail or in person to the Association of your desire to run for the Board, addressed to the Association's mailing address: **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.,** c/o Ameri-Tech Community Management, Inc. 24701 US Highway 19 North, Suite 102, Clearwater, FL 33763. The attached, "NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD" may be used for that purpose.

You may submit a one (1) page Information Sheet, no larger than 8 ½ inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association not less than 35 days prior to the annual meeting.

The Information Sheet will be mailed to voting members with the Second Notice of the Annual Meeting, not less than 30 days prior to the date of the Annual Meeting.

BY ORDER OF THE BOARD OF DIRECTORS
Ellyse Vosselmann, LCAM
Community Association Manager

AMERI-TECH COMMUNITY MANAGEMENT, INC.

24701 US Highway 19 N, Suite 102, Clearwater, FL 33763 (727) 726-8000 24hrs (727) 723-1101 Fax
(Check out our website for the latest updates @ www.ameritechcompanies.com)

"Notice of Intent to be a Candidate for the Board"

SELF NOMINATION. (✓) _____ I (name)_____ hereby nominate myself as a candidate for election to **The Cloisters at Bardmoor Condominium Association, Inc. Board of Directors.**

DATE: _____ UNIT #: _____

SIGNATURE: _____
(Signature of candidate)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER _____

I am aware that the following requirements are expected from me if I am elected:

TRANSPARENCY ACT: As a Director I must submit a photocopy of my non-expired driver's license or passport verifying name, date of birth, address, and unique identifier of the document (driver's license number or passport number).

CERTIFICATION REQUIREMENT: As a Director I must certify in writing that I have read, and will uphold the association's governing documents and policies, and their fiduciary duties.

EDUCATION REQUIREMENT: As a Director I must complete a 4-hour department-approved course covering inspections, structural integrity, elections, recordkeeping, financial literacy transparency, fines, and meeting notices. Certificates are valid for 7 years unless there is a break in service.

CERTIFICATE VALIDITY: Certificates are valid for 7 years unless there is a break in service.

CONTINUING EDUCATION: Annually, as a Director, I must complete 1 hour of continuing education on legal changes.

NON-COMPLIANCE: Any Director failing to file the required documents are suspended until compliance, and vacancies can be temporarily filled.

SUBMIT TO THE SECRETARY: As a Director, I understand that I must submit to the Secretary of the association the written certification and educational certificate, and each year must submit a certificate having satisfactorily completed 1 hour of continuing education.

I AM () AM NOT () enclosing an information sheet about myself.
I understand that I am responsible for the accuracy of the information contained in my Information Sheet.

THIS DOCUMENT MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 40-DAYS PRIOR TO THE ANNUAL MEETING, AND THE ONE (1) PAGE INFORMATION SHEET (OPTIONAL) MUST BE RECEIVED BY THE ASSOCIATION NOT LESS THAN 35-DAYS PRIOR TO THE ANNUAL MEETING.

Return to: **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.
C/O AMERI-TECH COMMUNITY MANAGEMENT INC
24701 US HIGHWAY 19 N, SUITE 102
CLEARWATER, FL 33763**

**AFFIDAVIT OF MAILING OR HAND DELIVERING
OF NOTICE TO UNIT OWNERS**

**STATE OF FLORIDA
COUNTY OF PINELLAS**

BEFORE ME, personally appeared **Ellyse Vosselmann** and **Laura Franzese** who after being duly sworn, deposes and says that First Notice of Annual Meeting of **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.** to be held **Monday, November 17, 2025 at 6:00 p.m. at the Pool, 8395 Meadowbrook Drive, Seminole, FL 33777** were mailed or hand delivered in accordance with applicable law. The Notices were mailed or hand delivered to each unit owner at the address last furnished to the Association, as such address appears on the books of the Association. (copy attached)

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

By: _____
Ellyse Vosselmann, Community Manager

By: _____
Laura Franzese, Administrative Assistant

Sworn to and subscribed before me this **18th** day of **September 2025**.

By **Ellyse Vosselmann**, as Community Manager, and **Laura Franzese**, as Administrative Assistant of **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.**, a Florida not-for-profit corporation.

Personally Known ____ or

NOTARY PUBLIC – STATE OF FLORIDA

Produced Identification ____

Type of Identification _____

Sign _____

Print _____

**AFFIDAVIT OF MAILING OR HAND DELIVERING
OF NOTICE TO UNIT OWNERS**

**STATE OF FLORIDA
COUNTY OF PINELLAS**

BEFORE ME, personally appeared **Ellyse Vosselmann** and **Laura Franzese** who after being duly sworn, deposes and says that Second Notice of Annual Meeting of **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.** to be held **Monday, November 17, 2025 at 6:00 p.m. at the Pool located at 8395 Meadowbrook Drive, Seminole, FL 33777** were mailed or hand delivered in accordance with applicable law. The Notices were mailed or hand delivered to each unit owner at the address last furnished to the Association, as such address appears on the books of the Association. (copy attached)

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

By: _____
Ellyse Vosselmann, Community Manager

By: _____
Laura Franzese, Administrative Assistant

Sworn to and subscribed before me this _____ day of _____ **2025.**

By **Ellyse Vosselmann**, as Community Manager, and **Laura Franzese**, as Administrative Assistant of **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.**, a Florida not-for-profit corporation.

Personally Known ____ or

NOTARY PUBLIC – STATE OF FLORIDA

Produced Identification ____

Type of Identification _____

Sign _____

Print _____

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Board Member Certification Form

Within 90 days after being elected or appointed to the board, each newly elected or appointed director shall provide to the secretary of the association:

(EITHER A WRITTEN CERTIFICATION FORM OR EDUCATIONAL CERTIFICATE) (SEE BELOW)

CERTIFICATION FORM

I, (print name) _____, was elected or appointed to the
_____ Association Board on _____, 20_____,
and certify:

- (a) that I have read the association's Declaration, Articles of Incorporation, Bylaws, and current written policies;
- (b) that I will work to uphold such documents and policies to the best of my ability; and
- (c) that I will faithfully discharge my fiduciary responsibility to the association's members.

_____, 20_____
Signature Date Submitted

OR

Submit a certificate of satisfactory completion of the educational curriculum administered by a provider approved by the DBPR.

A director who fails to timely file the written certification or educational certificate is suspended from service on the board until he or she complies with this requirement. The board may temporarily fill the vacancy during the period of suspension.

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

SECOND NOTICE OF 2026 BUDGET PROPOSAL APPROVAL MEETING, ANNUAL MEMBERS MEETING, AND NEW BOARD ORGANIZATIONAL MEETING

October 17, 2025

To All THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC. Members,

The Board of Directors is encouraging you to visit our website for all updates and community related topics: www.thecloistersatbardmoor.com.

The ANNUAL MEETING of THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC. will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME: MONDAY, NOVEMBER 17, 2025 AT 6:00 P.M.**
- **LOCATION: POOL - 8395 MEADOWBROOK DRIVE, SEMINOLE, FL 33777**

Enclosed with this notice is the 2026 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2026 Annual Budget. Also enclosed with this notice is the Agenda for the Annual Meeting and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of directors, and conducting such other business as may lawfully be conducted.

This year **four (4)** homeowners have submitted their intent to be considered as members for the Board of Directors. There are currently **five (5)** positions open on the Board of Directors. The number of candidates running for the board of directors does not exceed the current vacancies existing on the board; therefore, the four (4) persons, by proclamation, will be appointed to The Cloisters 2026 Board of Directors. Nominations cannot be taken from the floor.

Budget Approval Agenda

1. Call to Order
2. Appoint Chairperson of Meeting
3. Certify Quorum of the Board & Membership
4. Proof of Notice of Meeting
5. Vote to Rollover Excess Funds
6. Vote to Move Interest & Contingency to Deferred Maintenance
7. Open Forum
8. Board Approval of 2026 Annual Budget
9. Adjournment

Annual Members Meeting Agenda

1. Call to Order
2. Appoint Chairperson to the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies and Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting
6. Candidates Have Read and Agree to Abide by Association Documents
7. Election of Directors
8. Reports of Officers and Committee
9. New Business
 - a. Announcement & Seating of the New Board
10. Adjournment

BY ORDER OF THE BOARD OF DIRECTORS
Ellyse Vossellmann, LCAM
Community Association Manager

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING

NOTICE is hereby given that the Board of Directors is holding an Organizational Meeting at the following DATE, TIME and LOCATION:

- **DATE / TIME:** **MONDAY, NOVEMBER 17, 2025**
 Immediately following the 6:00 p.m. Annual Membership Meeting

- **LOCATION:** **POOL**
 8395 MEADOWBROOK DRIVE
 SEMINOLE, FL 33777

Agenda

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
 - (1) President; (2) Vice President; (3) Treasurer; (4) Secretary
4. Adjournment

ALL OWNERS ARE WELCOME TO ATTEND

BY ORDER OF THE BOARD OF DIRECTORS
ELLYSE VOSSELMANN, LCAM
COMMUNITY ASSOCIATION, INC.

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

PROXY

The undersigned owner(s) or designated voter of Unit/Address _____ in **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.** hereby appoints the **Secretary** of the Association or (fill in name), _____ as my proxyholder to attend the Annual Membership and Budget Meeting of **THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.** to be held at **on Monday, November 17, 2025 at 6:00 p.m. at the Pool located at 8395 Meadowbrook Drive, Seminole, FL 33777.**

The proxyholder 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, including the establishment of a quorum, in all matters before the membership, except that my proxyholder's authority is limited as indicated below:

GENERAL POWERS: You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxyholder to vote on other issues which might come up at the meeting and for which a limited proxy is not required.

_____ I authorize and instruct my proxyholder to use his or her best judgement on all other matters which properly come before the meeting and for which a general proxy may be used.

LIMITED POWERS: For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below.

_____ I specifically authorize and instruct my proxyholder to cast my vote in reference to the following matters as I have indicated below:

Rollover Excess Funds:

Do you want to rollover any excess operating funds in the 2025 calendar year into the 2026 budget, as a constructive return of capital to the membership consistent with IRS rulings 70-604.

_____ **YES** _____ **NO**

Signature of Owner or Designated Voter:

Signature of Co-Owner:

Date:

Print Name:

Print Name:

Date:

SUBSTITUTION OF PROXYHOLDER

The undersigned, appointed as proxyholder above, designates _____
(Print Name)

To substitute for me in voting the proxy set forth above.

Dated: _____

(Signature of Proxyholder)

This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.

VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by all owners or voting representatives of the unit.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxyholder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. By selecting "Limited Powers", your proxyholder may only cast your vote as you specifically direct. For your vote to be counted on that issue, you must indicate "yes" or "no" on the question on the proxy.
5. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-723-1101 or mailing to Ameri-Tech Community Management Partners, LLC, 24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763 in the enclosed "Proxy Return Envelope".** You may also bring the proxy with you the night of the meeting. It is encouraged that you submit your proxy in advance of the meeting, in order to avoid delay in registration.
6. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
7. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as a proxy decides that he or she will be unable to attend the meeting

The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum.

(NOT USED THIS YEAR)

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

ANNUAL MEMBERS' MEETING

Monday, November 17, 2025

6:00 P.M.

BALLOT FOR ELECTING DIRECTOR

Vote for no more than _____ **() candidates**. If you vote for more than _____ () candidate, your ballot will be invalid.

Alphabetical Order (Last Name, First Name):

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

- After you have completed marking the ballot, it must be placed in the envelope marked **"BALLOT"**. Please write the name of your association on this envelope.
- Place this **ballot** envelope into the envelope marked **"RETURN BALLOT ENVELOPE"**.
- Please write in your unit information on the outer **"RETURN BALLOT ENVELOPE"** and sign this envelope before mailing

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

ANNUAL MEMBERS' MEETING
MONDAY, NOVEMBER 17, 2025 AT 6:00 P.M.

2026 BOARD OF DIRECTORS

Alphabetical order:

- ☒ HENDRIX, TIM BY PROCLAMATION
- ☒ MURILLO, MELISSA BY PROCLAMATION
- ☒ SPATH, JACQUELINE BY PROCLAMATION
- ☒ SULLIVAN, DANIEL J. BY PROCLAMATION

NOTE: THE NUMBER OF CANDIDATES RUNNING FOR THE BOARD OF DIRECTORS DOES NOT EXCEED THE CURRENT VACANCIES EXISTING ON THE BOARD; THEREFORE, THE NAMES LISTED ON THIS FORM, BY PROCLAMATION, WILL BE APPOINTED TO THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.'S 2026 BOARD OF DIRECTORS.

THE CLOISTERS AT BARDMOOR CONDOMINIUM ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management Partners, LLC
24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763
E-mail: Evosselmann@ameritechmail.com

EMERGENCY CONTACT INFORMATION FOR OWNER OR TENANT

PROPERTY ADDRESS _____ UNIT _____

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management c/o Ellyse Vosselmann.

Homeowners Name(s) _____

Resident Address _____ Unit _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

Email _____ Cell # _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

E-mail _____ Cell # _____

Number of Person(s) occupying unit

Number of Pets (and type)

Adults(s) ____ Children ____

Dogs ____ Cats ____ Other ____

Vehicle(s) Make/Yr Model

Color TAG Number

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

☐ I give permission to share my personal information (phone numbers, e-mail & address) with other CLOISTERS AT BARDMOOR owners.