

# VIVIENDA WEST CONDOMINIUM ASSOCIATION, INC.

*A Corporation Not-For-Profit*

c/o Sunstate Association Management Group, Inc.

P.O. Box 18809, Sarasota, FL 34276

(941) 870-4920: Office (941) 870-9652: Fax

## **SECOND NOTICE OF VWCA ANNUAL MEMBERSHIP MEETING & ELECTION OF BOARD**

In accordance with the Bylaws of the Association and the Florida Statutes, the Annual Membership Meeting will be held at the following date, time and place:

**Friday, January 15, 2021**

**11:00 A.M.**

**Via Zoom Video and Audio Conference (See Agenda for Details)**

Dear Members,

The First Notice of THE ANNUAL MEETING & BOARD ELECTION was sent to you and included an explanation of the first part of the procedure for the Election of Directors. Within this notice we called for anyone who cared to submit their name as a Candidate for the Board of Directors. This is the Second Notice of that mailer and it is as follows:

- \* Enclosed is a Detailed Meeting Agenda, Proxy, and the submitted Notice of Intents to be Candidates for the Board of Directors
- \* The Directors will serve for one (1) year.
- \* There are three (3) Members who submitted their names as candidates for the Board (Victoria Denault, Bob Schade and Karen Campbell).

**There will not be an election this year.**

**A quorum of the Association Members must be present at the meeting, in person or by Proxy, in order for the Association's business to be conducted, (a quorum is not necessary for the election of Directors). It is therefore, VERY IMPORTANT, that you either attend the meeting via Zoom video or audio conferencing, or return your proxy to Sunstate (see proxy for instructions).**

Should you have any questions, kindly contact our office at 941-870-4920 (w) or 941-870-9652 (fax).

Thank you for your cooperation.

Respectfully,

*Brian Rivenbark*

Brian Rivenbark, C.A.M.

Managing Agent for Vivienda West Condominium Association, Inc.

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## AGENDA

### VWCA ANNUAL MEMBERSHIP MEETING

TIME: 11:00 A.M.

DATE: Friday, January 15, 2021

PLACE: Zoom Video and Audio Conference (see instructions on next page)

**NOTE: THERE IS AN INHERENT RISK OF EXPOSURE TO COVID-19 IN ANY PUBLIC PLACE WHERE PEOPLE ARE PHYSICALLY PRESENT. COVID-19 IS AN EXTREMELY CONTAGIOUS DISEASE THAT CAN LEAD TO SEVERE ILLNESS AND DEATH. ACCORDING TO THE CDC, SENIOR CITIZENS AND PEOPLE WITH UNDERLYING MEDICAL CONDITIONS ARE ESPECIALLY VULNERABLE. THE ASSOCIATION HAS THEREFORE, DETERMINED THAT THE RISK OF EXPOSURE IN HOLDING AN ASSOCIATION MEETING IN A PHYSICAL LOCATION IS TOO GREAT. THEREFORE, THIS ASSOCIATION MEMBER MEETING WILL ONLY BE HELD ONLINE. YOU ARE ENCOURAGED TO ATTEND AND PARTICIPATE IN THE MEETING VIA VIDEO OR AUDIO CONFERENCE BY CLICKING ON THE ZOOM LINK ABOVE OR CALLING IN TO THE ABOVE TELEPHONE NUMBER.**

1. Call the Meeting to Order and Proof of Notice. Notice of the meeting was provided, at least in part, via electronic communication (that is email or fax) to those members who have consented in writing to receive official notices via email/fax from the Association in accordance with the requirements or Rule 61B-23.0029, Florida Administrative Code.
2. Certify there is a Quorum.
3. Reading and Disposal of any Unapproved Membership Meeting Minutes - None.
4. Report of Officers.
  - a. President
  - b. Treasurer
5. Report from Committee Chairpersons.
6. New Business.
  - a. Act to transfer any excess 2020 Operating Funds to 2021 Operating Budget.
  - b. Matters relating to the Announcement of New Directors.
7. Adjournment.

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## AGENDA

### SPECIAL BOARD OF DIRECTORS MEETING

TIME: IMMEDIATELY FOLLOWING THE MEMBERSHIP MEETING

DATE: Friday, January 15, 2021

PLACE: Zoom Video and Audio Conference

1. Call the Meeting to Order and Proof of Notice.
2. Calling of the roll.
3. Election of Officers by Board.
4. Determination of Check Signers
5. Schedule for next year's meetings.
6. Adjournment.

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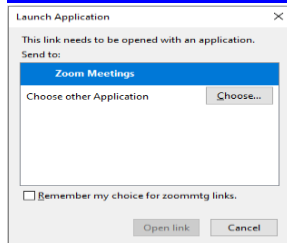
## VWCA ANNUAL MEMBERSHIP MEETING CALL IN INSTRUCTIONS:

### OPTION 1: Zoom Video Conference Meeting Instructions (via PC, laptop or iPads with a working Camera):

1. If you are using Zoom for the first time, your browser will prompt you to download and run Zoom. If you already downloaded Zoom to your device, your meeting will start automatically when the host lets you into the meeting.

2. **Click on Link Below:**

<https://us02web.zoom.us/j/86793893000?pwd=UHHvTmtaTCttSFBvbkJqcEEvR2lhUT09>



When this window pops up, click on Zoom Meetings highlighted in blue, then Open. Enter your name and email. Please note that since we are using Sunstate's Zoom Account, the meeting invite will say "Brian Rivenbark is inviting you to a scheduled Zoom meeting."

### OPTION 2: Don't Have a PC, Laptop or iPad, No Worries!

You can call in to the Meeting with any type of phone by dialing: **1-929-205-6099**

Enter Meeting ID: **867 9389 3000**

Enter Password: **368296**

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If you are unable to attend the meeting via Zoom Video or Audio Conferencing, please complete this proxy form and send it to Sunstate, ATTN; Brian Rivenbark or email it to [brian@sunstatemanagement.com](mailto:brian@sunstatemanagement.com) to ensure that we meet the required quorum of Unit Owners (26) required to hold the meeting.

DATED: This \_\_\_th day of December, 2020

### PROXY

The undersigned owners, or designated voter, of Unit No. \_\_\_\_\_ located at:

\_\_\_\_\_  
(PLEASE PRINT THE STREET ADDRESS OF YOUR UNIT ON THIS LINE)

Appoint the **Secretary of the Association, Karen Campbell**, or

\_\_\_\_\_  
**(PLEASE PRINT NAME OF PROXY HOLDER ONLY IF YOU WISH SOMEONE OTHER THAN THE SECRETARY TO BE YOUR PROXY HOLDER)** as my Proxy holder to attend the meeting of the members of Vivienda West Condominium Association, Inc., to be held on Friday, January 15, 2021, at 11:00AM, Via ZOOM Audio and Video Conference. The Proxy holder 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, except that my Proxy holder's authority is limited as indicated below:

You may choose to grant General Powers, Limited Powers or both. Check "General Powers" if you want your Proxy holder to vote on other issues which might come up at the meeting and for which a limited Proxy is not required, or check "Limited Powers" which only permit your Proxy holder to vote on the items listed below. Either way you must answer the questions listed below.

\_\_\_\_\_ General Powers: I hereby authorize and instruct my Proxy to use his or her best judgment on all matters which properly come before the meeting.

\_\_\_\_\_ Limited Powers: I hereby permit my proxy holder to vote on only the items listed below.

DATED:

\_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of Owner

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**FOR OFFICIAL USE ONLY: DO NOT FILL OUT SUBSTITUTION OF PROXY**

The undersigned, appointed as Proxy above, does hereby designate \_\_\_\_\_

\_\_\_\_\_ to substitute for me in the Proxy set forth above.

DATED: \_\_\_\_\_, 20\_\_\_\_.

(In no event shall this Proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.)

**Return to Sunstate:**

**By Mail: Vivienda West Condominium Association, Inc., c/o Sunstate Association Management Group, Inc., P. O. Box 18809, Sarasota Florida 34276,**

**By Fax: 941-870-9652, or**

**By Email: [brian@sunstatement.com](mailto:brian@sunstatement.com)**

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## AFFIDAVIT OF MAILING OF NOTICE TO UNIT OWNERS

**STATE OF FLORIDA  
COUNTY OF SARASOTA**

The undersigned Managing Agent of the Condominium Association, whose name appears at the bottom of this affidavit, does swear and affirm that the Second Notice of the Date of the Annual Meeting of the Vivienda West Condominium Association, Inc. which shall be held Friday, January 15, 2021 at 11:00 A.M., Via ZOOM Video and Audio Conference, along with a Proxy, an Agenda and Notice of Intents to be Candidates for the Board of Directors, which were mailed in accordance with Florida Statutes § 718 and the Bylaws of the Association and/or the Unit owner or owners waived notice by mail and acknowledged receipt of said notice and that said notice was either mailed or delivered to each unit owner or owners at the address last furnished to the Association, as such address appears in the books for the Association.

Vivienda West Condominium Association, Inc.

By: *Brian Rivenbark*

Brian Rivenbark, C.A.M.

Managing Agent for Vivienda West Condominium Association, Inc.

The foregoing instrument was sworn to and subscribed before me this \_\_\_\_ day of December 17, 2020, Brian Rivenbark, as Managing Agent for Vivienda West Condominium Association, Inc., a Florida Not-for-Profit Corporation, on behalf of the corporation. He has personal knowledge of the matters/facts set forth herein.

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

\_\_\_\_\_  
(Print name)

Notary Public, State of  
Florida at Large

My commission expires: