

# Orchid Cove Condominium Association, Inc.

Professionally Managed by Progressive Community Management, Inc.


January 17, 2025

Members of Orchid Cove Condominium Association, Inc.:

The Annual Members' Meeting will be held on **Tuesday, March 25, 2025, at 5:00 PM** at the The Tara Preserve Community Center, 7340 Tara Preserve Lane, Bradenton, FL 34203, The Organizational Meeting of the Board will immediately follow the Annual Meeting.

- There are currently three (3) Directors on the Board. The terms for all of the directors will expire at the Annual Meeting. Therefore, three (3) Directors may be elected for a one (1) year term.
- On or before the date indicated on the enclosed notice, anyone eligible to serve on the Board of Directors and desiring to be a Candidate must give written notice of his/her desire to the Association c/o Progressive Community Management, Inc., 3701 South Osprey Avenue Sarasota, Florida 34239-6848. **It must be received by the date indicated on the notice February 13, 2025.**
- A Candidate may submit a one-sided 8½" by 11" information sheet describing his or her background, education, qualifications and/or platform for office which **will be photocopied exactly as received** and cannot be typed in our office.
- Neither the Board nor the Association is permitted to edit, alter, or otherwise modify the content of the information sheet and, therefore, they are not in a position to verify the accuracy of the information or statements contained therein and disclaims any responsibility for the information contained within the information statements. If personally delivered, Progressive Community Management, Inc. will provide a written receipt acknowledging delivery of the written notice and the 8½" by 11" information sheet, if included.
- If there will be an election, we will mail all of the election information in the Second Notice along with a ballot, which shall list the names of eligible Candidates for the Board, who gave written notice to the Association not less than forty (40) days before the scheduled election. Included will be photocopies of any information sheets submitted by the Candidates, a meeting Agenda, a Proxy and any other meeting material.

Sincerely,



ment, Inc.  
Condominium Association, Inc.

941-921-5393 Ext 1135  
jlittell@pcmflla.com

3701 South Osprey Avenue, Sarasota, FL 34239  
Office: (941) 921-5393 Fax (941) 923-7000

**FIRST NOTICE** ✧  
**of**

**DATE OF ANNUAL MEETING  
&  
BOARD ELECTION  
of  
ORCHID COVE CONDOMINIUM ASSOCIATION, INC.  
&  
NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS**

THE ANNUAL MEETING & BOARD ELECTION will be held at the following date, time and place.

**Tuesday, March 25, 2025  
5:00 PM  
The Tara Preserve Community Center  
7340 Tara Preserve Lane, Bradenton, FL 34203**

If you wish to have your name included on the ballot, this form must be completed and received by the Association in accordance with the instructions contained in the enclosed letter on or before **February 13, 2025** with your information sheet if you choose to provide one.

Under the Florida Statutes, no individual who has been suspended or removed from office by the Division of Condominiums, no individual who is delinquent more than ninety (90) days in the payment of any monetary obligation due to the association, and no individual convicted of a crime that is considered a felony under Florida law is eligible to serve as a member of the board of administration.

I certify that I have read and understand to the best of my ability, the governing documents of the association and the Florida condominium laws and administrative code.

I certify that I am eligible for board membership.

\_\_\_\_\_, hereby place my name in nomination as a  
*Please print*

Candidate for the Board of Directors. I understand that if I choose to provide an information sheet that I am responsible for the accuracy of any information contained therein.

Unit Number: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

☐

I am enclosing an information sheet.

☐

I am not enclosing an information sheet

Return via US Mail, Hand Delivery, Fax, or Email to: Progressive Community Management, Inc.  
Attn: Judie Littell, 3701 S. Osprey Avenue; Sarasota, FL 34239  
Fax: (941) 923-7000; Email: [jlittell@pcmfla.com](mailto:jlittell@pcmfla.com)

**OCC**