

**SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.**  
**SECOND NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS**

**To SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC. Members,**

The ANNUAL MEETING of **SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.** will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME: TUESDAY, DECEMBER 09, 2025 AT 6:00 PM**
- **LOCATION: Ameri-Tech Community Management Partners, LLC  
6415 1<sup>st</sup> Avenue South  
St. Petersburg, FL 33707**
- **Via ZOOM**

**Zoom.Us/Join**

**- Meeting ID 891 5887 3570      - Passcode 33706**

Enclosed 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 the number of candidates running for the Board does not exceed the number of vacancies that exist on the Board. In accordance with State Statutes, the candidates running for office, by Proclamation, will become the Association's new Board of Directors. Immediately following the Annual Meeting, the Board will meet briefly to elect Officers. Nominations cannot be taken from the floor.

Agenda items

**Annual Meeting Agenda**

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

**BY ORDER OF THE BOARD OF DIRECTORS,  
JAMES MYRTHIL, COMMUNITY MANAGER**

**AMERI-TECH COMMUNITY MANAGEMENT PARTNERS, LLC,**  
**6415 1<sup>st</sup> Avenue South, St. Petersburg, FL 33707 (727) 726-8000 24hrs (727) 873-7307 Fax**  
**(Check out our website for the latest updates @ [www.ameritechcompanies.com](http://www.ameritechcompanies.com))**

# **SUNSET PLAZA EAST 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: TUESDAY, DECEMBER 09, 2025**  
**Immediately following the 6:00 PM Annual Membership Meeting**
- **LOCATION: Ameri-Tech Community Management Partners, LLC**  
**6415 1<sup>st</sup> Avenue South**  
**St. Petersburg, FL 33707**

### **Agenda**

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appointment to Open Board Seats
4. Appoint Officer Positions
  - (1) Chairperson; (2) Vice Chairperson; (3) Secretary/Treasurer
4. **Adjournment**

**ALL OWNERS ARE WELCOME TO ATTEND**

**JAMES MYRTHIL, LCAM**

**BY ORDER OF THE BOARD OF DIRECTORS**

**PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM**

**SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION  
PROXY**

The undersigned owner(s) or designated vote of unit/address \_\_\_\_\_ in  
**SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.** hereby appoints the **Secretary** of the  
Association or (fill in name), \_\_\_\_\_ as my proxy-holder to **ATTEND** the  
Annual Membership Meeting of **SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.** to be held  
on: **TUESDAY, DECEMBER 09, 2025 AT 6:00 PM AT AMER-TECH COMMUNITY MANAGEMENT  
PARTNERS, LLC 6415 1st Avenue South, St. Petersburg, FL 33707 and Via ZOOM.**

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

**GENERAL POWERS:** 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.

\_\_\_\_\_ I authorize and instruct my proxy holder 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.

Signature of Owner or Designated Voter:

Signature of Co-Owner

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name:

Print Name:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBSTITUTION OF PROXY HOLDER**

The undersigned, appointed as proxy holder above, designates \_\_\_\_\_  
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 information 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 the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder 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. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-873-7307 or mailing to Ameri-Tech Community Management Partners, LLC located at 6415 1st Avenue South, St. Petersburg, FL 33707 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.
5. 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.
6. 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.**

**SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.**  
**TUESDAY, DECEMBER 09, 2025 @ 6:00 PM**

**2026 Board of Directors**

Alphabetical order:

☒ **TETA, DAN (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 SUNSET PLAZA EAST'S 2026 BOARD OF DIRECTORS.

# SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management, Inc.

6415 1st Avenue South, St. Petersburg, FL 33707

E-mail : [jmyrthil@ameritechmail.com](mailto:jmyrthil@ameritechmail.com) – Phone - 727-726-8000 Ext 273 – Fax 727-873-7307

## 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 James Myrthil.

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  
SUNSET PLAZA EAST CONDOMINIUM ASSOCIATION.