

**SECOND
NOTICE OF ANNUAL MEETING
AND ELECTION OF DIRECTORS OF
SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC.
AND NOTICE OF BOARD MEETING**

TO ALL MEMBERS:

On **Tuesday, September 3, 2019, at 10:00 AM, at 6972 Lake Gloria Blvd., Orlando, FL 32809**, the Annual Meeting of the Association will be held for the purpose of electing Directors and such other business as may lawfully be conducted. The agenda for the Annual Meeting is:

1. Appointment of Inspectors of Elections.
2. Election of Directors.
3. Certifying Quorum - Call to order.
4. Proof of Notice of Meeting.
5. Reading and disposal of unapproved minutes.
6. Reports of Officers.
7. Reports of Committees.
8. Unfinished Business.
9. New Business.
10. Adjournment.

Thirty percent (30%) of all Association Members (a “quorum”) must be present, in person or by proxy, at the meeting, in order for the business to be conducted, excluding election of Directors (no quorum is necessary for the election of Directors). It is therefore **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business other than the election of Directors.

Enclosed with this Notice is a ballot for the election of Directors, as well as Information Sheets, prepared by the candidates for the Board, who are solely responsible for their contents. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is 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.

Reminder: Please return your Voting Certificates to Leland Management.

Instructions for Marking and Returning Ballot for Directors.

1. The enclosed ballot lists all candidates who are qualified to run for the Board. There will be **three (3)** Directors elected. Please vote for no more than **three (3)** candidates by marking the ballot with an “X” on the box next to the candidate’s name.
2. The ballot must be placed and sealed in the ballot envelope. The ballot envelope must then be placed and sealed in the envelope addressed to the Association and mailed to the Association’s mailing address.

3. You must fill in the unit information, **including the Unit number**, on the outside of the envelope addressed to the Association and have all owners, or the voting member designated on the Certificate of Appointment of Voting Representative, sign their/his/her name.
4. The ballot must be received by the Association no later than **Tuesday, September 3, 2019, at 10:00a.m.**
5. If you are going to attend the Annual Meeting, you may cast your ballot at the meeting. Ballots will be available at the meeting.

VOTING BY PROXY

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

1. A **limited proxy** is for the purpose of appointing **another person** to vote for you as you specifically direct (except for non-substantive items) in the event that you might not be able to attend the meeting. It must be signed by all owners of the unit or the one among them that they designated on a voting certificate. **Please note that you cannot vote for Directors by proxy.** If you intend to vote for Directors and do not attend the Annual Meeting, **you must vote by use of the enclosed Election Ballot.**
2. The proxy should be submitted to the Association **prior to the scheduled time of the meeting**. It can be hand-delivered, either by you or your proxy, electronically transmitted, or mailed to the Association at: **Leland Management, 6972 Lake Gloria Blvd., Orlando, FL 32809-3200**. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.
3. 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.
4. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It may also be **assigned** (substituted) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unable to attend the meeting.
5. A **proxy form** is enclosed with this notice for your use, if needed.

Again, please be sure to mail in your proxy, and your ballot or attend the Annual Meeting.

Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association. Also, immediately after the Annual Meeting, the Board of Directors will meet to consider and adopt a budget for the upcoming Fiscal year. A copy of the proposed budget is attached.

NOTICE OF BOARD MEETING

The agenda for the Board Meeting is as follows:

- a. Certifying quorum – Call to Order.
- b. Proof of Notice of Meeting.
- c. New Business -
 - 1). Elect Officers.
 - 2). Consider and Adopt Budget.
- d. Adjournment.

Dated: August 12, **2019**.

BY ORDER OF THE BOARD OF DIRECTORS

LIMITED PROXY

The undersigned, owner(s) or designated voter of unit No. _____ in **SUNPORT COMMERCE CENTER CONDOMINIUM**, appoints (Check one)

_____ a) **JORGE ECHAVARRIA, SECRETARY** of the Association, on behalf of the Board of Directors, or
_____ b) _____ (if you check b, write in the name of your proxy) as my proxyholder*, with power of substitution, to attend the meeting of the members of **SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC. to be held Tuesday, September 3, 2019 at 10:00 AM, at 6972 Lake Gloria Blvd., Orlando, FL 32809**. 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, except that my proxyholder's authority is limited as indicated below:

GENERAL POWERS: By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required (i.e., parliamentary procedure). You can choose not to grant such general powers by checking the box below:

_____ I do not grant general powers to my proxyholder.

Dated: _____, 20____.

SIGNATURE(S) OF OWNER(S) OR DESIGNATED VOTER

*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, is an appointment of the Secretary of the Association as your proxyholder.

DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above.

Dated: _____, 20____.

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.

SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC.

BALLOT FOR ELECTING DIRECTORS

Tuesday, September 3, 2019

10:00 AM

Vote for no more than **three (3) candidates**. If you vote for more than three (3) candidates, your ballot will be invalid.

☐

Barns, Joey

☐

Echevarria, Jorge

☐

Panneflek, Ricardo

☐

Raiffe, Jonathan

**NOTICE OF INTENT TO BE
A CANDIDATE FOR THE
BOARD OF DIRECTORS OF
SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC.**

I, (print name) Joey Barnes, hereby place my name in nomination as a candidate for the Board of Directors.
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.

Date: June 13th, 2019.

Unit # 303,304,305,306,307,308,309,310,311 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, AUGUST 26, 2019.**
- III. ON MONDAY, AUGUST 26, 2019, YOU ARE DELINQUENT IN THE PAYMENT OF ANY MONETARY OBLIGATION 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, AUGUST 26, 2019); AND/OR**
- 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 AUGUST 26, 2019.**

Joey Barnes

Property Manager Central Florida Portfolio

jbarnes@adlergroup.com

407-963-7622

Currently I am a Vice President of Orlando Sunport Flexxspace 2 Ltd and am responsible for the Leasing and Management of the Central Florida Portfolio for Adler Realty Services. In this role I oversee all daily operations of this portfolio which includes leasing, renewals, budgets, preventative maintenance, construction, and interior improvements. My vast experience in this market and relationships with local vendors in the area help me serve the best interest of not only ownership but the tenants as well.

Before joining Adler, I was the Regional property manager for Coldwell Banker Commercial, managing their 3rd party commercial assets and well as leading their association management department. Previous to that, I managed multi-family units for the University of Central Florida's off campus housing for over 7 years.

I am a licensed Florida real estate agent, as well as a licensed Community Association Manager. I received my Bachelor's Degree in Interpersonal Communications from the University of Central Florida. I am also active in my community with mentoring programs as well as an active member of the local alumni chapter of Alpha Phi Alpha Fraternity Inc.

I appreciate your confidence and support when voting for me as board member of the Sunport Condominium Association. If elected I will use my previous experience as an association manager to help improve our association.

NOTICE OF INTENT TO BE
A CANDIDATE FOR THE
BOARD OF DIRECTORS OF
SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC.

I, (print name) Jorge ECHAVARRIA, hereby place my name in nomination as a candidate for the Board of Directors. 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.

Date: July 1st, 2019.

Unit # 207/119

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, AUGUST 26, 2019;
- III. ON MONDAY, AUGUST 26, 2019, YOU ARE DELINQUENT IN THE PAYMENT OF ANY MONETARY OBLIGATION 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, AUGUST 26, 2019); AND/OR
- 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 AUGUST 26, 2019.

Jorge Echavarria

ASSOCIATION EXPERIENCE

Sunport Commerce Center

Secretary of the Board, Sunport Commerce Center Condominium since 2015. I joined the board because I saw many problems that needed to be resolved. When I entered the board there were several leaks in many of the units and the Association didn't have any money to do more than small repairs. Today, the association has a very stable financial situation and at the same time we have performed many improvements without the need of loans. Three of the buildings have new roofs.

2015-Present

During this time, we were instrumental in changing our insurance company (cut costs by 50% -, changing management company (cut cost by over 50%), got most of the pending dues amounts paid from certain owners and we changed all pending roofs without any loans. Besides that, the board made it possible to change all lights to LED (payoff of 2-3 years) and other repairs were done such as tree cutting and painting of stairs that needed attention. We have also enhanced multiple areas with benches, palm trees and flowers. We are very soon going to repaint buildings and seal the asphalt and I would like to stay as part of the board for the follow up of this process.

Owner of STS Trading LLC (import –export business on the Arcade Games for Kids area).

Licence of Real Estate in the State of Florida.

NOTICE OF INTENT TO BE
A CANDIDATE FOR THE
BOARD OF DIRECTORS OF
SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC.

I, (print name) Ricardo Pannell, hereby place my name in nomination as a candidate for the Board of Directors. 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.

Date: 7-11-2019, 2019.

Unit # 113 & 114 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, AUGUST 26, 2019;
- III. ON MONDAY, AUGUST 26, 2019, YOU ARE DELINQUENT IN THE PAYMENT OF ANY MONETARY OBLIGATION 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, AUGUST 26, 2019); AND/OR
- 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 AUGUST 26, 2019.

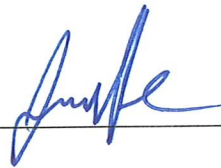
**NOTICE OF INTENT TO BE
A CANDIDATE FOR THE
BOARD OF DIRECTORS OF
SUNPORT COMMERCE CENTER CONDOMINIUM ASSOCIATION, INC.**

I, (print name) Jonathan Raiffe, hereby place my name in nomination as a candidate for the Board of Directors. 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.

Date: June 13th, 2019.

Unit # 201,202,206,207,401,402,403

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, AUGUST 26, 2019.
- III. ON MONDAY, AUGUST 26, 2019, YOU ARE DELINQUENT IN THE PAYMENT OF ANY MONETARY OBLIGATION 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, AUGUST 26, 2019); AND/OR
- 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 AUGUST 26, 2019.

Jonathan Raiffe

Executive Vice President, Adler Development LLC

jraiffe@adlergroup.com

305-677-2287

I am the executive vice president of Adler Development, LLC. In this position, I am responsible for acquisition, investment, and financial management of all developing projects. I formally served as Adler Group's Director of Finance, where my responsibilities included oversight of financing activities, treasury functions, corporate reporting, financial analysis, structuring new investments, and sourcing new business opportunities. Prior to taking the position of Director of Finance, I served as Director of Business Opportunities for the Adler Group, where my focus was on acquisition analysis and new business development. I previously owned and operated an internet retail company that sold and distributed vitamins, supplements, and beauty and health products to the online consumer.

Before joining the Adler Group, I worked with Ronin Capital Management, a global macro hedge fund. During my time at Ronin Capital I fulfilled a variety of functions including trade support and administration, research analyst, marketing coordinator, and trade execution. I earned a Bachelor of Arts, majoring in anthropology, and a Bachelor of Science in business Administration, with an emphasis in marketing from Washington University. I also received a Master of Science in Finance and a Master of Science in International Real Estate from Florida International University. Additionally, I am licensed as both a Florida Real Estate Sales Associate and Florida Mortgage Loan Originator.

I appreciate your confidence and support when voting for me as board member of the Sunport Condominium Association. If elected I will bring financial, management and leadership experience that will assist with improving our association.