

Burnt Tavern Manor Condominium Association

C/O Pinnacle Real Estate Property Management

P.O. Box 1082

Point Pleasant Beach, NJ 08742

732-903-7078

jraspantini@pinnaclepropertymgmt.com

OR by fax to 1-732-202-2440

August 9, 2021

To All Owners at Burnt Tavern Manor,

This letter is to advise that Burnt Tavern Manor will be having a meeting on Thursday September 23, 2021, at 5:00 pm at the Clubhouse, located in Burnt Tavern Manor. If the State of NJ announces any shutdowns between now and this date or if in person gatherings are not allowed, then the meeting will take place via Zoom online and further information will follow via emails to all owners with the Zoom Meeting address. Enclosed you will find a General Proxy, **please** return this proxy as soon as possible to Pinnacle if you are unable to attend, for quorum purposes. You will also find a Candidate profile form if you are interested in applying for a position on the Board of Trustees at Burnt Tavern Manor, please fill this out and return to Joan by August 27, 2021, further instructions are on the form.

We will be voting on the amendments regarding the dryer vent cleaning and window, skylights, and doors. This was a clarification of what is already in the Master Deed and By-Laws. You have previously been provided these amendments but if anyone needs a copy you can contact Joan and she will email or mail them out to you.

We look forward to seeing you at the meeting and appreciate your continued commitment to, support of, and involvement in our shared community. If you have any questions, please call our management office.

Sincerely,

Joan Raspantini

Bookkeeper for Burnt Tavern Manor

Burnt Tavern Manor Condominium Association

C/O Pinnacle Real Estate Property Management
P.O. Box 1082
Point Pleasant Beach, NJ 08742
732-490-7790

CANDIDATE PROFILE

Candidate's Name: _____ Owner address: _____

Brief Biography (Professional and Civic Experience)

Reason For Seeking Election:

If you are seeking to run for a position on the Burnt Tavern Manor Board of Trustees, please return this form to Pinnacle Property Management no later than August 27, 2021. You must be a member in good standing, which means your maintenance accounts must be current and up to date to apply. If we receive more candidates than open positions a ballot will be sent out with those who are seeking a position.

This form can be returned using any of the following methods:

By Mail: Pinnacle Property Management, Attention: Joan, P.O. Box 1082, Point Pleasant Beach, NJ 08742

By E-Mail: jraspantini@pinnaclepropertymgmt.com

By Fax: 1-732-202-2440 (Because we use eFax, you must dial the "1" before the area code.)

BURNT TAVERN MANOR CONDOMINIUM ASSOCIATION
c/o Pinnacle Real Estate Property Management, LLC
P.O. Box 1082, Point Pleasant Beach, N.J. 08742
Email: jraspantini@pinnaclepropertymgmt.com
Office: 732-903-7078 Fax: 732-202-2440

PROXY

Please return this form to Pinnacle Property Management no later than Monday September 20, 2021, by 5 p.m. if:

1) You are unable to personally attend the meeting and you want to be represented at the meeting.

I (We) _____ being the owner(s)

(Complete name(s) of owner(s) on record)

of _____ in the Burnt Tavern Condominium Association,

(Burnt Tavern Manor Address)

and being a member in good standing of the Association, under the provisions of the duly recorded legal instruments governing this Association, do hereby submit my (our) Proxy to ensure the Association can conduct business for the benefit of Burnt Tavern Association.

The Proxy is executed for the Annual Membership Meeting of the Association scheduled for Thursday, September 23, 2021, at 5:00 PM, and may be used to qualify for a quorum at this meeting, and any adjournment thereof.

Check provision. If no provision is checked, Proxy shall be void.

This Proxy carries with it full right for Jeffrey Dyer, the recording Secretary to cast votes on my behalf on all matters that are presented at the meeting.

This Proxy is for QUORUM purposes only.

Signature