

THE ISLAND HOUSE APARTMENTS, INC. ("Corporation")
FIRST NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS

Dear Shareholder:

This letter shall serve as the First Notice to Shareholders of the Election of Directors of the Corporation which will take place at the Corporation's Annual Meeting to be held on **Monday, February 27, 2017, at 5:00 p.m.**, in the Ocean Room at the Island House Apartments, located at 200 Ocean Lane Drive, Key Biscayne, Florida.

Any eligible person who desires to be a candidate for a position on the Corporation's Board of Directors must give written notice of their intention to seek such a position to the Corporation no later than forty (40) days prior to the scheduled Election. Prior to the Annual Meeting and Election you will receive a Second Notice of Annual Meeting and Election package, including a Ballot which shall list the names of the candidates.

Any candidates desiring to seek election to the Board of Directors of the Corporation must provide notice by completing the Candidate Application Form attached hereto. The Candidate Application Form setting forth the written notice of the candidate's desire to run shall be submitted to the Association at the following address:

The Island House Apartments, Inc.
Attn: Erin Fabian, Property Manager
200 Ocean Lane Drive
Key Biscayne, Florida 33149

The Candidate Application Form must be received no later than **Wednesday, January 18, 2017**, in accordance with one of the following methods: (a) by certified mail, return receipt requested; or (b) by personal delivery; or (c) by regular U.S. mail, facsimile, telegram, or other method of delivery. Personal delivery will only be acknowledged if a receipt is issued by the Corporation acknowledging delivery of the Candidate Application Form.

Although not required, but highly recommended, a candidate may submit information about themselves on a one page/one-sided (8 ½ x 11) information sheet describing his or her background, education, qualifications and any other factors deemed relevant by the candidate. This information sheet will be mailed to all shareholders with the Second Notice of Annual Meeting and Election. If a candidate wishes to submit an information sheet, such information sheet may be returned with the Candidate Application Form, or if such sheet is submitted separately, it must be received by the Association by no later than **Monday, January 23, 2017**. **Please be advised that the Association's office is closed on weekends and after 5:00 p.m. on weekdays. Therefore, any candidate wishing to personally deliver his/her candidate information sheet on such dates should deliver same to the staff member on duty at the front desk, and obtain a signed receipt for such delivery.**

As stated above, prior to the Annual Meeting and Election you will receive a Second Notice of Annual Meeting and Election package, including a Ballot which shall list the names of the candidates. Thank you for your assistance in conducting the affairs of the Association.

THE BOARD OF DIRECTORS

DATED this 21 day of December, 2016.

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THE ISLAND HOUSE APARTMENTS, INC. ("Corporation")
CANDIDATE APPLICATION FORM

This official form is to be used by the "candidate" seeking election to the Board of Directors of The Island House Apartments, Inc., which election will be held at the Corporation's Annual Meeting on **Monday, February 27, 2017**.

Please complete the requested information below.

Signature of Candidate: _____ Apartment # _____

_____ Dated: _____

Print Name: _____

I have / have not (circle one) enclosed a Candidate Information Sheet with this Application.

THIS APPLICATION FORM MUST BE RECEIVED BY THE ASSOCIATION
BY WEDNESDAY, JANUARY 18, 2017.