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June 19, 2021

Crystal Tower Condominium Unit Owners

**Re: Crystal Tower Condominium Association, Inc.
Annual Owners' Meeting and Board Meetings**

Dear Owners:

Recently the members of the Board and I met to discuss some administrative items relating to the operations at Crystal Tower. One of the items discussed was the feasibility of conducting the Annual Owners' Meeting via Zoom, as well as Board meetings.

In regard to the Annual Owners' Meeting, the meeting can be broadcasted via Zoom. However, those attending via Zoom do not count toward the required quorum unless a properly executed proxy has been received by the Board Secretary prior to the start of the meeting. In my experience, questions should be submitted in advance, as it is not feasible to open the Zoom call to a large group.

As to routine Board meetings, I advised the Board that these meetings should not be conducted via Zoom. The General Session of all Board meetings is open to Owners.

Sincerely,

Daniel Craven

DANIEL H. CRAVEN
For the Firm