

# SOUTHWEST PROPERTY MANAGEMENT

1044 Castello Drive, Suite #206  
Naples, Florida 34103-1900  
(239) 261-3440 ext. 143 ♦ Fax (239) 261-2013  
Email: [nschweihs@swpropmgt.com](mailto:nschweihs@swpropmgt.com)

DATE: January 13, 2023  
TO: All Unit Owners  
King's Lake HOA  
RE: First Notice of Election of the Board of Directors and Annual Meeting

This letter serves as the first notice of the Kings Lake Homeowners Association Annual Meeting and the election of the Board of Directors. The annual meeting will be held on Monday, March 13, 2023, at the New Hope Event Center, 7675 Davis Blvd, Administrative Offices Building, Naples, FL 34104. Registration starts at 5:30 pm and the meeting will begin at 6:00 pm.

All candidates must be self-nominated. Nominations cannot be made at the Annual Meeting; therefore, **any unit owner who desires to be a candidate for the Board of Directors must submit his/her name to the Kings Lake Homeowners Association at the address listed above c/o Southwest Property Management.** An optional brief personal message sheet or résumé should be included (8 ½ x 11, single-sided only).

**The Homeowners Association must receive the Notice of Intent to be a Candidate form at least forty (40) days prior to the election date (Feb 1, 2023), and the résumé must be received no later than February 6, 2023. No submissions after this date will be accepted.**

Please be advised: 1) If your account is showing as delinquent in excess of 90 days on any monetary obligation due the Homeowners Association (this includes maintenance fees, late fees and interest) at the time of the election, you will not be eligible to serve on the board of the association. 2) Within ninety (90) days after being elected or appointed, each elected Director shall certify in writing to the Secretary that he or she has read the Declaration of Homeowners Articles of Incorporation, Bylaws, and current written policies, or submit a certificate of satisfactory completion of the education curriculum administered by a division approved homeowners education provider.

If you have any questions, please contact Nora Schweihs at 239-261-3440 (ext.143) or via email at [nschweihs@swpropmgt.com](mailto:nschweihs@swpropmgt.com).

**(NOTICE OF INTENT TO BE A CANDIDATE IS ON THE FOLLOWING PAGE)**

**NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS  
OF  
KING'S LAKE HOMEOWNER ASSOCIATION, INC.**

I, \_\_\_\_\_ (Print Name), hereby place my name in nomination as a candidate for the Board of Directors. I am/am not (Circle One) enclosing an information sheet about myself. I understand that I am responsible for the accuracy of the information contained in the information sheet. The information sheet may be one-sided and no larger than 8 ½" x 11", single-sided. **Candidate Notice MUST be received by February 1, 2023, and the Information Sheet must be received no later than February 6, 2023.**

I am aware that any owner who is delinquent in their Association fees including interest and late fees at the time of the next required meeting notice will not be eligible for the Board of Directors.

Dated: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Unit Number: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_

E-Mail \_\_\_\_\_

**Return my acknowledgement letter to my local/northern/email (Circle One) address.  
Please disregard if this does not apply to you.**

Please return to:  
King's Lake Homeowner Association, Inc.  
c/o Southwest Property Management  
1044 Castello Drive, Suite 206  
Naples, FL 34103  
Fax: (239) 261-2013  
Email: admindept@swpropmgt.com