



**IMPORTANT VOTING INFORMATION**  
**MARCH 13, 2023 ANNUAL MEETING**

If you received your **second notice** and **voting package** (proxy form and ballot for the election of directors) electronically for the upcoming Kings Lake Homeowners Association annual meeting, **please read and follow the instructions** below.

- Your **proxy** may be transmitted back to Seacrest/Southwest Property Management electronically via email ([admindept@swpropmgt.com](mailto:admindept@swpropmgt.com)) fax **(239)261-2013** or in person at the property management office. You may also hand in your proxy to any board member.
- Your **ballot** for the election of Kings Lake board members **cannot** be emailed or faxed at this time.
- To **submit your ballot**, please **print out and record** your 4 votes on the ballot, then **seal it in a plain envelope marked “ballot”** with no other markings on this envelope.
- Prepare a **second mailing envelope** addressed to

**Seacrest/Southwest Property Management.**  
**1044 Castello Dr. #206**  
**Naples, Florida 34103-1909**

- Be sure that your **full name and address appear clearly printed in the upper left corner of this envelope**. Now **insert the plain “ballot” envelope** inside and mail. This process ensures that you are recorded as having voted but protects the privacy of your vote because the sealed ballot envelopes are then separated, per the law, and opened for tallying once the annual meeting begins.

- You may also **include your signed proxy** in the outside mailing envelope should you opt not to transmit via email; however, the preferred method is to send via email to avoid delays with the USPS and ensure we receive before the annual meeting.

We apologize for this inconvenience regarding the ballots but our current documents do not provide for electronic voting. We are hopeful that electronic voting will be in place by next years' annual meeting.

Thank you for your patience and understanding.

Your Kings Lake Board of Directors