

SEACREST 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

DATE: January 12, 2024

TO: All Unit Owners
King's Lake HOA

RE: **ANNUAL MEMBERS MEETING & BOARD ELECTIONS TO BE HELD ON
MARCH 12, 2024**

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 Tuesday, March 12, 2024, at St Paul's Episcopal Church, 3901 Davis Blvd., Naples, FL 34104. Registration starts at 5:30 pm and the meeting will begin at 6:00 pm.

Those who are interested in becoming a candidate for the board, must complete the enclosed. **Notice of Intent to be a Candidate.** All candidates must be self-nominated. Existing Board members whose term expires are eligible to apply and need to follow this process. 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 Seacrest Southwest Property Management.** An optional brief personal message sheet or résumé should be included (8 ½ x 11, single-sided only). We are considering hosting a Meet the Candidates event to enable the community to learn more about the candidates prior to election. The board is also looking to fill an opening for a one -year term because of a board resignation. We are looking for an individual who can chair our Budget and Finance Committee and has an accounting or finance background.

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, 2024), and the résumé must be received no later than February 6, 2024. 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, and submit a certificate of satisfactory completion of the education curriculum administered by a division approved homeowners education provider.

**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, 2024, and the Information Sheet must be received no later than February 6, 2024.**

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 Seacrest Southwest Property Management
1044 Castello Drive, Suite 206
Naples, FL 34103
Fax: (239) 261-2013
Email: noi@swpropmgt.com

Kings Lake Board of Directors, although volunteer, is considered to be a working board. **Some of the collective duties for directors and officers consist of the following:**

- Attendance at monthly board meetings and scheduled workshops
- Active Participation in one or several committees
- Strategic and fiduciary duties as outlined in governing documents & statutes.
- Participation in the organizations' day- to-day functions through committee roles
- Support of management and maintenance staff to fulfill management, operational or technical functions as needed.
- Implementation of Strategies to support policies and procedures.
- Setting organizational direction
- Project and program planning, participation, support.
- Overseeing Finance, Administrative and Compliance as officers of the board

If you have any questions, please contact Nora Schweih's at 239-261-3440 (ext.143) or via email at nschweih's@swpropmgt.com.

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

Committee Application

If you are interested in becoming a member of a committee of the Kings Lake HOA, please complete this form and return it to Nora Schweihs, KLHOA Property Manager, nschweihs@swpropmgt.com or Gail Miers, President, president@kingslake.today.

Over the last few years, much of committee responsibilities have been absorbed by board members. We need community involvement in a number of areas critical to our operations and support of the board and owners.

Committee Charters are being developed and will provide guidelines for scope of responsibilities, service terms and number of committee members suggested (3 to 7). Chairs of each committee do not need to be a board director but will be expected to provide written reports and attend board meetings if requested.

An officer or director of the board will serve as a liaison to each committee to provide direction and support.

Name _____ KL Address _____

Date Submitted _____ Subdivision (if applicable) _____

Cell phone # _____ Home phone # _____

Please mark an X on the line in front of the committee (s) below that are of interest and circle subcommittee interest if applicable. Please note we are reducing the number of committees through reorganization. Committee chair and members will allocate responsibilities amongst themselves. Many hands make light work! Please volunteer and remember this is a great pathway to serving on board.

_____ Buildings & Grounds (Infrastructure, Irrigation, Maintenance Support)

_____ Landscape (maintenance, special projects)

_____ Budget and Finance (Review and Budget Prep, Insurance Review)

_____ Architectural Review Committee (approvals, requirements)

_____ Lake Quality & Management (Lake Management Plan, Irrigation Service)

_____ Communications (Website content admin, Online Newsletter, Welcome)

_____ Roads & Paths (Preserves, Amenities, Walking paths)

_____ Documents (Review and Updates, Rules & Regulations)

_____ Special Projects

_____ Board Opening

Please explain why you are interested and describe what specific skills, knowledge, education, experience you can bring to this committee and to the board. Feel free to include and attach any resumes or documents that could be helpful in this process. **If** this page is left blank, this application may be considered incomplete, and no action taken.