



KINGSLEY CREEK HOMEOWNERS ASSOCIATION, INC.
OFFICIAL NOTICE OF TURNOVER AND MEMBERS MEETING AND PROCEDURE FOR
QUALIFYING FOR THE BOARD

September 1, 2023

Dear Kingsley Creek Homeowner,

On Wednesday, November 1, 2023, at 6:00 pm at the Fernandina Beach Branch Library, 25 N. 4th Street, Fernandina Beach, FL 32034, a meeting of the Members of the Association will be held for the purpose of transitioning control of the Association from the Developer to the Members and electing directors, and such other business as may lawfully be conducted.

The purpose of this Notice is to advise you of the date, time and place of the Members Meeting and Election and to inform you of the process for qualifying for the Board.

Meeting Agenda

1. Call to order by Attorney - Establish a Quorum
2. Proof of Notice
3. Approval of any unapproved minutes
4. Resignation of two (2) Developer-Appointed Directors.
5. Election:
 - a. Voting
 - b. Collection of the ballots
 - c. Official close of Voting
 - d. Ballots turned over to Election Officials for counting
 - e. Membership Discussion (Open Forum)
6. Announcement of Election Results
7. Adjournment

Board of Directors Organization Meeting
Wednesday, November 1, 2023
(Immediately following the Turnover Meeting)

1. Call Meeting to Order
2. Elect Officers of the Board
3. Set date and time for the next meeting.
4. Adjournment

NOTICE GIVEN BY Terrance D. Burns Sr. ON BEHALF OF THE BOARD OF DIRECTORS



Dear Kingsley Creek Homeowner:

To prepare for this election, we are seeking qualified candidates that are willing to serve as the homeowner representative (2 seat available) on the board of directors for the Kingsley Creek Homeowners Association, Inc. ("Association")

Nomination Process:

Any owner who wishes to run for the board of director's seat must provide the Association with written notice by mail, email, or hand delivery of your intent to run no later than 5:00 PM on Monday, October 2, 2023.

The enclosed "Notice of Intent to Run for the Board of Directors" form shall be used for this purpose. Any intent to run forms postmarked or dropped off after this deadline will not be permitted to be on the ballot. The address for mailing or dropping off your intent to run form is below.

You may submit an Information Sheet containing your qualifications and/or platform for office with your intent to run form. Your qualifications must be provided on a page no larger than 8-1/2 inches by 11 inches and you may use only one (1) side of this sheet. This Information Sheet must be submitted to the Association or postmarked by 5:00 PM on Monday, October 2, 2023. Any Information Sheet postmarked or dropped off after this deadline will not be included on the ballot.

If you have already submitted an intent to run in the previous notification you do not need to resubmit. Please contact Terrance at information below to verify that he has your information.

Please return all Intent to Run Forms and Information Sheets to the mailing address or email address below:

**Kingsley Creek Homeowners Association
c/o Evergreen Lifestyle Management
10301 Deerwood Park Blvd, Suite 3200
Jacksonville, FL 32256**

or by email at: tburns@Evergreen-LM.com

Upon the passing of the Monday October 2, 2023, at 5:00 PM deadline, all individuals who have submitted their intent to run forms and their information sheets will be posted on the Kingsley Creek HOA website (www.kingsleycreekhoa.com) and an e-mail blast will be sent out to all residents signed up to receive community e-mails. Additionally, a subsequent notice of the turnover meeting, with a ballot indicating the candidates, their information sheet, a proxy, and instructions for completing both, will be sent to the members.

Please keep an eye on the website for updates as we get ready for this election. Just in case you haven't registered on the Kingsley Creek website, the confidential registration password is "Evergreen".



Qualifications:

All Directors must be Members of the Association and be at least 18 years old.

In the case of an entity Member (ie: corporation, LLC, Partnership, or trust), any officer, director, partner or trust officer of the Member entity is eligible.

A member of a lot on which any assessments, fines or other charges owed to the Association are delinquent as of the day that he or she could last nominate himself or herself, or be nominated, for the Board is not eligible to serve as a Director.

A person who has been convicted of a felony in Florida or in a United States District or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony under Florida law is not eligible to serve as a Director unless his or her civil rights have been restored for a least five (5) years as of the date which such person seeks election to the Board.

Should you have any questions at all, please do not hesitate to contact me at the email provided above.

Sincerely,

Terrance D. Burns Sr, LCAM
Community Association Manager, Kingsley Creek HOA



KINGSLEY CREEK HOMEOWNER'S ASSOCIATION, INC.
NOTICE OF INTENT TO RUN FOR BOARD OF DIRECTORS

I, (*print name*) _____, hereby place my name in nomination as a candidate for the Kingsley Creek HOA Board of Directors. I (*circle one*) **am / am not** enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

Date: _____

Address: _____

Signature: _____

PLEASE NOTE: UNDER THE PROVISIONS OF FLORIDA STATUTE 720.306(9)(b):

A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association on the day that he or she could last nominate himself or herself or be nominated for the board may not seek election to the board, and his or her name shall not be listed on the ballot. A person serving as a board member who becomes more than 90 days delinquent in the payment of any fee, fine, or other monetary obligation to the association shall be deemed to have abandoned his or her seat on the board, creating a vacancy on the board to be filled according to law. For purposes of this paragraph, the term "any fee, fine, or other monetary obligation" means any delinquency to the association with respect to any parcel. A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, may not seek election to the board and is not eligible for board membership unless such felon's civil rights have been restored for at least 5 years as of the date on which such person seeks election to the board. The validity of any action by the board is not affected if it is later determined that a person was ineligible to seek election to the board or that a member of the board is ineligible for board membership.



CANDIDATE INFORMATION SHEET

Information can be included below or provided on a separate 8 ½ x 11” sheet, one side only.

PERSONAL BACKGROUND:

ANY RELEVANT ASSOCIATION OR LEADERSHIP EXPERIENCE:

COMMENTS ABOUT BOARD CANDIDACY:
