

KINGSLEY CREEK HOMEOWNERS ASSOCIATION, INC.
OFFICIAL SECOND NOTICE OF TURNOVER AND MEMBERS MEETING

October 12, 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 – Minutes from 9/19/2023
4. Resignation of two (2) Developer-Appointed Directors.
5. Board Election:
 - a. Voting
 - b. Collection of the ballots (in person, mail in, email in)
 - c. Official close of Voting
 - d. Selection of Election Officials (counting instructions 1 vote per household)
 - e. Ballots turned over to Election Officials for counting
 - f. Membership Discussion (Open Forum)
6. Announcement of Election Results
7. Budget Discussion/Vote
8. 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. Committee Charters signed by BoD
5. Adjournment

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



Dear Kingsley Creek Homeowner:

Enclosed are all documents needed for the Turnover Meeting and Election which will take place on Wednesday, November 1, 2023, at 6:00 p.m. at the Fernandina Beach Branch Library, 25 N. 4th Street, Fernandina Beach, FL 32034.

1. Second and Final notice of the Member meeting and Agenda.
2. Ballot Instructions.
3. Ballot with Inner Envelope and Outer Envelope (NO identifying information on the Ballot or Inner Ballot Envelope – It's Secret Voting)
4. Proxy
5. Election Candidate Sheets.

If you are unable to attend the Membership Meeting and Election or are unsure you will be able to attend the Meeting, please complete a Ballot and mail in or hand-deliver the return envelopes to –

Kingsley Creek Homeowner's Association
c/o Evergreen Lifestyle Management
10301 Deerwood Park Blvd, Suite 3200
Jacksonville, FL 32256

PROXY INFORMATION:

It is imperative that every homeowner returns their signed proxy (attached) by Monday, October 30, 2023. The proxy will be used to establish a quorum so that a vote may be held to elect an owner to the Board of Directors. If we do not have a quorum, then the election will not occur. The proxy is NOT used to cast your vote for the next Board Member. Only completed and returned ballots (once mailed to the owners) and homeowners in attendance will be permitted to vote. Homeowners may collect a neighbor(s)' proxies and bring them to the meeting in person if needed.

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

Sincerely,

T. D. Burns Sr

Terrance D. Burns Sr, LCAM
Community Association Manager, Kingsley Creek HOA
tburns@Evergreen-lm.com



KINGSLEY CREEK HOMEOWNER'S ASSOCIATION, INC. MAIL-IN BALLOT INSTRUCTIONS

1. Complete the enclosed Ballot. **DO NOT PUT ANY IDENTIFYING INFORMATION ON THE BALLOT.**
2. Fold the completed Ballot and place in the smaller "inner" envelope marked "Ballot" and seal the envelope securely. **DO NOT PUT ANY IDENTIFYING INFORMATION ON THE SMALLER BALLOT ENVELOPE.**
3. Place the smaller ballot envelope in the second larger "outer" ballot envelope.
4. Seal the larger "outer" ballot envelope.
5. Print and sign your name and address on the outside of the larger "outer" ballot envelope. Please mail or hand deliver the envelope to –

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

6. Ballots mailed or delivered should be received at the above address on or before Monday, October 30, 2023. You may also cast your ballot at the Membership Meeting



BALLOT

INSTRUCTIONS: Complete the enclosed ballot by placing an “X” next to the TWO (2) candidate you select. **DO NOT PLACE ANY IDENTIFYING MARKS ON THIS BALLOT.** IF YOUR NAME, ADDRESS, OR ANY OTHER IDENTIFYING MARKS ARE ON THIS BALLOT, IT WILL NOT BE COUNTED.

CANDIDATES *(in alphabetical order by last name)*

_____ Brechtje Bennett

_____ Douglas Block

_____ Gaston Dough

_____ Kevin Martin

_____ Eli Sioushansian

_____ Ron Six

_____ Tim Woody



Kingsley Creek Homeowners Association, Inc.

PROXY

The undersigned Owner/s of (address) _____ in Kingsley Creek Homeowners Association, hereby appoint (check one):

_____ (a) the Secretary of the Association, on behalf of the Board of Directors; or

_____ (b) _____ (if you check (b), write in the name of your proxy)

As my/our proxyholder to attend the meeting of the members of the Kingsley Creek Homeowners Association to be held on:

Date: Wednesday, November 1, 2023
Time: 6:00 PM ET

Location: Fernandina Beach Branch Library
25 N. 4th St.
Fernandina Beach, FL 32034

FOR YOUR ATTENDANCE TO BE COUNTED AT THE TURNOVER MEETING, YOU MUST SIGN, DATE AND RETURN THIS DOCUMENT.

The proxyholder is merely the person who delivers the proxy to the meeting.

PLEASE SIGN AND DATE THE PROXY IN THE SPACE PROVIDED BELOW

(Signatures of Owner(s) or Designated Voter)

Sign: _____

Sign: _____

Print: _____

Print: _____

Date: _____

Date: _____

THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

*Failure to check either (a) or (b) above, or failure to write in the name of your proxy, shall be deemed an appointment of the Association director/officer listed above as your proxyholder.