

Indian Wells Golf Villas Homeowners Association, Inc.  
c/o Anchor Associates, Inc.  
2340 Stanford Court • Naples, FL 34112  
(239) 649-6357 office • (239) 649-7495 fax

**FIRST NOTICE OF  
ANNUAL ELECTION OF DIRECTORS  
&  
ANNUAL MEETING OF MEMBERS**

In accordance with the Bylaws of the Association and Florida's Homeowners' Act, you are hereby notified that THE ANNUAL ELECTION OF DIRECTORS & ANNUAL MEMBERS' MEETING for the Association will be held at the following date, time and place.

**Date: Saturday, January 27, 2024**

**Time: 3:00 PM**

**Place: South Regional Library in Lely Resort  
8065 Lely Cultural Pkwy, Meeting Room #A  
Naples, FL 34113**

**\*\*\*\*\*NOTICE OF INTENT TO BE A CANDIDATE\*\*\*\*\***

If you wish to be a candidate and have your name included on the ballot, this form may be completed and returned either by regular mail, personal delivery or by certified mail, return receipt requested to the Association at c/o Anchor Associates, Inc., 2340 Stanford Court, Naples, Florida 34112, by **December 18, 2023**.

Please place my name on the ballot for this Annual Election as a candidate for Director.

**Name:** \_\_\_\_\_  
*Please print*

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

**Signature:** \_\_\_\_\_

**I am/am not (circle one) completing a Candidate Information Sheet.**

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**Michael Cohen, CAM**

Anchor Associates, Inc. – for Indian Wells Golf Villas Homeowners Association, Inc.

# Indian Wells Golf Villas Homeowners Association, Inc.

c/o Anchor Associates, Inc.

2340 Stanford Court • Naples, FL 34112  
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## FIRST NOTICE OF ELECTION

**ATTENTION: Members of Indian Wells Golf Villas Homeowners Association, Inc.**

On January 27, 2024, we will be holding our annual election of Directors. In accordance with the Bylaws of the Association and Florida's Homeowners' Act, the election will proceed as follows:

- An Annual Election is to be held on the date of the Annual Meeting. This year there is one (1) vacancy on the Board of Directors. The number of Directors which shall constitute the whole Board of Directors shall be at least three (3) and no more than five (5).
  - As such, in the case where four (4) or more candidates exist, a five (5) Director Board will be elected. Members will elect three (3) Directors to fill out the five (5) member Board, with the candidate receiving the highest number of votes receiving a term of three (3) years and the next two (2) Directors receiving the next highest number of votes receiving terms of two (2) years.
  - If only three (3) candidates come forth, there will be no election and the three (3) candidates will be appointed to the Board thus filling out the five (5) member Board.
  - In the case where two (2) candidates exist, a three (3) Director Board will be elected. Members will elect the one (1) Director to fill out the three (3) member Board with the candidate receiving the highest number of votes to a term of three (3) years.
  - If only one (1) candidate comes forth, there will be no election and the one (1) candidate will be appointed to the Board thus filling the three (3) member Board and receiving a term of three (3) years.
- Not less than sixty (60) days before the election, each unit owner must be advised by mail as to the date of the Election. That notice accompanies this letter.
- Not less than forty (40) days before the scheduled election, any eligible person desiring to be a candidate for the Board of Directors may qualify by giving written notice of such desire to the Association.
- If you wish to be a candidate, your written notice may be delivered either by regular mail, personal delivery or certified mail, return receipt requested, to the Association:

Indian Wells Golf Villas Homeowners Association, Inc.

c/o Anchor Associates, Inc.

2340 Stanford Court

Naples, Florida 34112

**It must be received by December 18, 2023.**

- If you hand deliver your notice, you are entitled to a written receipt from the person you give it to.

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## Qualifications:

As stated in our BYLAWS.

*4.2 Qualifications. Each Director must be a Lot Owner or Primary Occupant or the spouse of a Lot Owner or Primary Occupant. In the case of a Lot owned by a corporation, any officer is eligible for election to the Board of Directors. If a Lot is owned by a partnership, any partner is eligible to be a Director. If a Lot is held in trust, the trustee, grantor or settlor of the trust, or any one of the beneficial owners residing in the Lot is eligible to be elected to the Board of Directors. Owners of a single Lot shall not serve on the Board at the same time. If said persons own more than one Lot, they may serve on the Board at the same time.*

As stated in Florida Statute 720.306 Meetings of members; voting and election procedures; amendments.—

(9) ELECTIONS AND BOARD VACANCIES.—

(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.*

- Each candidate has the option to submit a one-page (8-1/2" by 11") information sheet (one-sided only) describing his or her background, education, and qualifications by either utilizing the form included in this mailing or a separate sheet (one-sided only). This sheet must be received by the Association at the address shown above by **December 23, 2023**.
- Neither the Board nor the Association is permitted to edit, alter, or otherwise modify the content of the candidate information sheet and, therefore, takes no responsibility for its content.

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**Michael Cohen, CAM**

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The Association will mail a Second Notice of the Annual Election to all owners together with voting instructions and a ballot should they be necessary, which shall list in alphabetical order the names of every unit owner or other eligible person who qualified to be a candidate. Included will be any information sheets timely submitted by the candidates. Also included will be a detailed meeting agenda, a proxy for the annual meeting and any other meeting materials.

- The term years will be determined by balloting, even if the number of qualified candidates is less than or equal to the number of Directors to be elected.
- After you receive the Second Notice of Election you will be able to vote by mail or you may bring your ballot to the Annual Meeting. Regardless of how you vote, a system has been established, as required by law, to provide for the secrecy of your ballot.
- Complete instructions for that part of the process, including how the election will be handled at the Annual Election of Directors & Annual Members' Meeting, will be included with the second notice.

The Annual Election & Meeting of Members of the Association will be held on **Saturday, January 27, 2024 at 3:00 PM, at the South Regional Library in Lely Resort, Meeting Room #A, located at 8065 Lely Cultural Parkway, Naples, FL 34113.**

Thank you,

Michael Cohen, CAM  
*On behalf of the Board of Directors*

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***Michael Cohen, CAM***

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**CANDIDATE INFORMATION SHEET**

NAME: \_\_\_\_\_

UNIT #: \_\_\_\_\_

PERMANENT ADDRESS:

EDUCATION:

\_\_\_\_\_  
\_\_\_\_\_

PERSONAL and/or PROFESSIONAL BACKGROUND: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIOR ASSOCIATION EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS ABOUT BOARD CANDIDACY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
DIVISION OF FLORIDA CONDOMINIUMS, TIMESHARES, AND MOBILE HOMES

**Homeowners' Association Board Member Certification Form\***

I, \_\_\_\_\_, certify that I have read and  
(print name of board member)

understood, to the best of my ability, the governing documents (Declaration of Covenants, Articles of Incorporation, Bylaws and any current written policies) of **INDIAN WELLS GOLF VILLAS HOMEOWNERS ASSOCIATION, INC.** and the provisions of Florida Statutes 720. I will work to uphold such documents and policies to the best of my ability and that I will faithfully discharge my fiduciary responsibility to the association's members.

-OR-

In lieu of signing this certification form, attached is a Certificate of Satisfactory Completion of an educational curriculum approved by the Division.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*This form or a certificate of satisfactory completion is required by section 720.3033(1)(a)-(c), of Chapter 720, Florida Statutes. A director who fails to timely file the written certification or educational certificate is suspended from service on the board until he or she complies with this sub-subparagraph.*

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**Michael Cohen, CAM**

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