



Windover Farms Community Association  
P.O. Box 658  
Titusville, FL 32781

October 28, 2024

Subject: Vacant Director Position on WFCA Board of Directors

The Board of Directors is the governing body for our Association. The current Board members work closely with one another via e-mail, text messaging and one-on-one phone calls to prepare for the monthly Board meetings and to respond to member questions and concerns.

Your Board is made up of five Directors, all of whom are volunteers. Four of those Directors hold officer positions; President, Vice President, Secretary and Treasurer, each of which have specifically assigned duties as outlined in paragraph 5 of the Association by-laws. There is a critical fifth Director which is commonly called "Director at large". That position is now vacant as a result of past President Tom Nuthall's resignation and appointment by the Board of Randy Wilhite, who was the Director at large, to replace him as current President. We are seeking volunteer members for appointment to this important fifth Director position.

What does the Director at large do?

- Attends the monthly Board meetings and provides input on issues being considered by the Board and votes on all agenda items requiring a vote.
- Participates in informal e-mail, text messages and one-on-one phone calls with other Board members on issues concerning the Association.
- Works on specific projects for the Board such as electronic voting and maintenance of our member e-mail list.
- provides input to the Board on member raised issues.
- Provides independent input to the Board on suggestions for improvement on all issues concerning the HOA.

What are the qualifications for being a Director at large?

- Must be a member of the Association.
- The ability to receive and respond to e-mail and text messages.
- The ability to read Microsoft or PDF formatted documents.
- Most importantly, you have to be interested in how Windover Farms Community Association is governed.

How much time does this take? You can reasonably expect spending between two and four hours per week on Association business. The monthly Board meetings on the first Saturday of each month take between one and two hours depending on how many items are on the agenda.

We are hopeful that volunteers for this vital position on the Board will come forward in service to your neighbors and friends in the community. If you are interested in having a significant impact on how things are run, we ask you to e-mail us at [windoverfarmsHOAtitusville@gmail.com](mailto:windoverfarmsHOAtitusville@gmail.com). You can also call Randy Wilhite at 321-289-8680.

Sincerely,

Board of Directors  
Windover Farms Community Association