

EDGEWOOD AT EVERLANDS HOMEOWNER ASSOCIATION, INC.

c/o Keystone Property Management
780 US Highway 1, Suite 300
Vero Beach, FL 32962
772-569-7928
Edgewood@keyirc.com

***FIRST NOTICE OF ANNUAL MEMBERS' MEETING
and ELECTION OF DIRECTORS***

November 15, 2024

To All Edgewood at Everlands Homeowner Association, Inc. Owners:

On January 15, 2025, at 6:00 PM, the Annual Members' Meeting of Edgewood at Everlands Homeowner Association, Inc. will be held for the purpose of electing three (3) directors and conducting such other business as may lawfully come before the Annual Members' Meeting of owners.

The purpose of this notice is to advise you of the date and time of the Annual Members' Meeting and Election of Directors, and to inform you of the process required to qualify as a candidate for the election. The following are included in this mailing:

- NOTICE OF INTENT

QUALIFYING FOR THE BOARD OF DIRECTORS: Any owner desiring to be a candidate for the Board of Directors must give written notice to the Association of his/her intent.

- The attached **NOTICE OF INTENT** must be received no later than **December 6, 2024**, and returned to Keystone Property Management Group by mail, in person, by fax to (772) 778-9273 or by email to Edgewood@keyirc.com. Please Note: If your NOTICE OF INTENT is not received on or before the indicated date as required by law, your declaration of candidacy may be invalid and disqualified.
- Each candidate is encouraged to submit an **Information Sheet** with their NOTICE OF INTENT describing his/her background, education, qualifications and/or any other factors deemed relevant to the candidate's desired position on the Board of Directors. The one-sided Information Sheet can be no larger than 8 ½ by 11 and must be received by the Association c/o Keystone Property Management Group by mail, in person, by fax to (772) 778-9273 or by email to Edgewood@keyirc.com no later than **December 6, 2024**.

Subsequent to this notice you will receive a second notice of the Annual Members' Meeting and Election of Directors specifying the meeting location and will include the meeting agenda, ballot and candidate information as well as advise you of other important information concerning the Annual Members' Meeting.

Should you have any questions, please do not hesitate to contact Keystone Property Management Group at Edgewood@keyirc.com or (772) 569-7928.

Sincerely,

Tiffany Wright, LCAM

On behalf of the Edgewood at Everlands Homeowner Association, Inc. Board of Directors

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**NOTICE OF INTENT
BOARD OF DIRECTORS CANDIDATE
MUST BE RECEIVED NO LATER THAN DECEMBER 6, 2024**

I, _____, owner of _____
(PRINT CANDIDATE NAME) *(PRINT ASSOCIATION ADDRESS)*

hereby place my name in nomination as a candidate for the Board of Directors of Edgewood at Everlands Homeowner Association, Inc. 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 on the Information Sheet.

(CANDIDATE SIGNATURE) *(DATE)*

Please print your name as you would like it to appear on the election ballot: _____

Please return to Keystone Property Management Group by mail, in person, by fax to (772) 778-9273 or by email to Edgewood@keyirc.com.

NEW HOMEOWNERS' ASSOCIATION BOARD MEMBER EDUCATION REQUIREMENTS

Effective July 1, 2024, section 720.3033 of the Florida Statute, was revised to outline that a newly elected or appointed board member must take a division-approved educational curriculum once elected to qualify for board service. Specifically, section 720.3033(1)(a) and (b), of the Florida Statutes state:

- (a) Within 90 days after being elected or appointed to the board, each director must submit a certificate of having satisfactorily completed the educational curriculum administered by a department-approved education provider. 1. The newly elected or appointed director must complete the department-approved education for newly elected or appointed directors within 90 days after being elected or appointed. 2. The certificate of completion is valid for up to 4 years. 3. A director must complete the education specific to newly elected or appointed directors at least every 4 years. 4. The department-approved educational curriculum specific to newly elected or appointed directors must include training relating to financial literacy and transparency, recordkeeping, levying of fines, and notice and meeting requirements. 5. In addition to the educational curriculum specific to newly elected or appointed directors: a. A director of an association that has fewer than 2,500 parcels must complete at least 4 hours of continuing education annually. b. A director of an association that has 2,500 parcels or more must complete at least 8 hours of continuing education annually.
- (b) A director who does not timely file the educational certificate is suspended from the board until he or she complies with the requirement. The board may temporarily fill the vacancy during the period of suspension.

FEDERAL CORPORATE TRANSPARENCY ACT BOARD MEMBER REQUIREMENTS

The Federal Corporate Transparency Act was enacted by Congress in January of 2021 in an effort to combat tax fraud, money laundering and other financial crimes. Upon election or appointment to the Board of Directors, you are considered "a beneficial owner". As a beneficial owner you must report your name, date of birth, address, unique identifier number, such as a driver's license number or passport number, and a photocopy of the non-expired document that evidences such information. This information must be updated within 30 days of election or appointment.

Please Note: Under the provisions of the Florida Statutes, a person who has been convicted of a felony by any court of record in the United States and who has not had his or her right to vote restored pursuant to law in the jurisdiction of his or her residence is not eligible for Board membership. Also, any homeowner 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.