

TURTLEGRASS VILLAS ASSOCIATION, INC.
P. O. Box 27075
Panama City, Florida 32411

December 15, 2025

First Notice of Election

Dear Turtlegrass Owner:

The Annual Meeting of the Members has been scheduled for **Thursday, February 12, 2026 at 5:00 p.m. (CST)** in the Conference Room of the Bay Point Community Association office. Owners can also participate by videoconference call if they cannot attend in person. Any member is welcome to attend the Board meeting.

Pursuant to Florida Statutes:

- a. Any eligible person desiring to be a candidate for the Board of Directors must give **written notice** of such desire to the President or Secretary of the Association. No one may qualify as a candidate who fails to give this notice.
- b. If you wish to be a candidate, your written notice may be delivered either by regular mail, e-mail at marthacpc@gmail.com, personal delivery or certified mail to Martha Middleton, Secretary, 2702 Woodmere Drive, Panama City, Florida 32405. It must be received 40 days prior to the meeting which in this case is **January 4, 2026**.
- c. Florida Statutes require that all board directors complete the 4 hour certification course within 90 days of election to the Board as well as state in writing that they have read the association's complete set of documents and will faithfully discharge their duties.
- d. Each candidate may submit at the same time a one-page information sheet describing his or her background, education and qualifications.
- e. Neither the Board nor the Association is permitted to edit, alter or otherwise modify the content of the information sheet, and therefore, takes no responsibility for its content.
- f. Not less than thirty (30) days prior to the scheduled election (if one is required), the Association will mail a Second Notice of the Annual Election to all owners, together with voting instructions and a ballot which shall list in alphabetical order the names of every unit owner or other eligible person who gave timely written notice to the Association of their desire to be a candidate. Included will be any information sheets submitted by the candidates. Also included will be a detailed meeting agenda, a proxy for the annual meeting and any other meeting materials.
- g. After you receive the second notice, 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. Five vacancies will exist on the Board. **If no more than five candidates qualify for this position, no election is required, and they will automatically be appointed to the Board.**
- h. Complete instructions for that part of the process, including how the election will be handled at the Annual Election and Members' Meeting will be included with the second notice.

Sincerely,

Martha A. Middleton, Secretary
Turtlegrass Villas Association

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