



# The Meadows

At World Golf Village

Saint Augustine, FL 32092

June 3, 2024

Page 1 of 2

## Annual Members Meeting 2024 - Board of Directors Election

Please save the date for the Annual Members Meeting of The Meadows at Saint Johns Owners Association, Inc. which will be held on:

- Date: August 22, 2024
- Time: 7:00 PM
- Location: Pacetti Bay Middle School

This meeting is important because we will be electing our Association Directors. Your participation, in person or by mail, is crucial in shaping the future of our community.

### Get Involved - Run for the Board

Are you passionate about our neighborhood? We're looking for dedicated homeowners to join the Board of Directors. By serving on the Board, you can directly contribute to the decision-making process and ensure our community's best interests are represented.

If interested, follow these steps:

1. Review and complete the form "Letter of Interest for HOA Board Position."  
(A copy of form is included, and also can be download at: [www.themeadowswgv.com/download](http://www.themeadowswgv.com/download))
2. Submit your completed "Letter of Interest" form, no later than June 23, 2024,  
to: Association Secretary – email: [hoaboard@themeadowswgv.com](mailto:hoaboard@themeadowswgv.com)
3. Optionally, include a HOA Candidate Statement, with your "Letter of Interest" form,  
highlighting your qualifications and vision for the community.  
(A template is included for your convenience. See separate instructions on following pages.)

### New Easy Voting Process

This year, we've simplified the voting process to encourage higher participation:

- Candidate information and official ballots will be mailed to all owners by July 30, 2024.
- Vote by mailing back your completed ballot or delivering it in person so that it is received by the start of the Annual Members Meeting on August 22<sup>nd</sup>.
- No proxy voting allowed. Voting is by secret pre-printed ballot only.
- At least 20% of homeowners must vote for the election to be valid.
- Candidates with the most votes will be elected to the open Director positions on Board.

### Key Dates

- June 23, 2024: Deadline for candidate nominations and their information statements.
- July 16 - July 30, 2024: Official ballots mailed to homeowners
- August 22, 2024: Annual Members Meeting and Election Results

Don't miss this opportunity to shape the future of our community. Get involved and make your voice heard!

Sincerely,

The Board of Directors

**The Meadows at Saint Johns Owners Association, Inc.**

Email: [hoaboard@themeadowswgv.com](mailto:hoaboard@themeadowswgv.com)

Website: [themeadowswgv.com](http://themeadowswgv.com)

## Requirements for Board of Directors Candidates

Any member in good standing is free to run for a position on the board (with a few exceptions). The governing documents should spell out the eligibility to run for a board position, as well as regulations and deadlines for adding your name to the ballot.

To ensure a fair and transparent election process, all candidates must comply with the following requirements as outlined in our governing documents:

### 1. Nomination Process:

- Submit your completed "Letter of Interest for HOA Board Position" form, by June 23, 2024, to: Association Secretary – email: [hoaboard@themeadowswgv.com](mailto:hoaboard@themeadowswgv.com)
- Optionally, provide a "HOA Candidate Statement" biography introducing yourself and explaining why you would be an asset to the Board. This statement will be distributed verbatim to all homeowners with the official ballot mailing.
- The Association reserves the right to request a revised candidate statement if it contains any defamatory references to others.

### 2. Election Timeline:

- **First Notice of Annual Meeting & Call for Nominations:**  
Mailed no later than June 3, 2024 (80 days before the election).
- **Submission of Candidacy:**  
Interested candidates must submit their intent to run and their initial candidate statement no later than June 23, 2024 (60 days before the election).
- **Second Notice of Annual Meeting & Pre-Printed Ballots:**  
Mailed no earlier than July 9, 2024 (44 days before the election), and no later than August 8, 2024 (14 days before the election). This mailing will include the pre-printed ballot listing all candidates in alphabetical order and any candidate information sheets as submitted.
- **Voting:**  
Ballots can be returned by mail, commercial delivery service, or in person to the inspector of elections and received before the closing of the balloting at the start of the Annual Meeting to be considered by the inspector of elections.
- **Election Results:**  
Ballots will be opened and votes counted at and during the Annual Members Meeting, and results announced before the Annual Meeting adjourns.

### 3. Voting Requirements:

- Voting is by secret ballot, and a minimum of 20% participation is required for the election to be valid.
- No proxy voting or write-in candidates are allowed.

By following the requirements outlined in our governing documents, we can ensure a fair and transparent election process.

If you have any questions or concerns, please contact the Association at [hoaboard@themeadowswgv.com](mailto:hoaboard@themeadowswgv.com).

## Letter of Interest for HOA Board Position

**TO:** Secretary of The Meadows at St. Johns Owner's Association, Inc.

I, \_\_\_\_\_ (Print Your Name), hereby express my interest in serving on the Board of Directors for our Homeowners Association. By submitting this letter, I confirm the following:

1. **Willingness to Serve:** I agree to serve as a member of the Board of Directors if elected.
2. **Qualification:** I certify that I meet all the qualifications required to be a board member pursuant to the Association's governing documents, including the Articles of Incorporation, Bylaws, CC&Rs, and Rules and Regulations.
3. **Good Judgment:** I agree to use good business and personal judgment in my role as a Board Member, always acting in the best interest of the Association and its members.
4. **No Compensation:** I understand that my service on the Board of Directors is voluntary, and I cannot be compensated for my time and effort.
5. **No Personal Gain:** I agree not to realize any personal gain from my involvement on the Board of Directors.

I acknowledge and accept the expectations for members of the Board, which include:

- Familiarizing myself with and complying with the Association's governing documents, including the Articles of Incorporation, Bylaws, CC&Rs, and Rules and Regulations.
- Preparing for and attending Board Meetings, which typically last approximately 1.5 hours and may be held online or at a location determined by the Board.
- Committing a minimum of four (4) hours per month for Board-related activities, such as assisting on short-term projects, serving on committees, attending additional meetings as needed, planning, reviewing reports, and corresponding with Board members.
- Understanding that the level of involvement may vary based on the activities of the Board, the needs of the Community, or my own personal interests and available time.

I also understand that I will have the opportunity to prepare and submit a separate HOA Candidate Statement, which will be distributed with the ballot to all association owner members.

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

Date: \_\_\_\_\_

Lot Address: \_\_\_\_\_  
(Lot Address in The Meadows)

Submit completed form to: Association Secretary – email: [hoaboard@themeadowswgv.com](mailto:hoaboard@themeadowswgv.com)

# HOA Candidate Statement Guidelines

The Association Bylaws allow each candidate for the Board of Directors to submit a Candidate Statement. This statement will be included with the mailed ballots to homeowners. Candidate Statements must be no larger than 8.5" x 11". The Association will include the statements as received and is not responsible for their content.

A sample Candidate Statement template is enclosed for your convenience. You can use this template or create your own format and content for the statement you submit..

## What Is an HOA Candidate Statement?

A Candidate Statement functions as an informative tool for voters, introducing you as a candidate and outlining your vision for the community. It is an opportunity to educate your fellow members on how you intend to address the different issues facing the homeowners association.

## What Should an HOA Candidate Statement Include?

When crafting your Candidate Statement, ensure the following items are covered:

1. **Introduction**
  - Briefly introduce yourself, your background, and relevant experience.
  - Explain your motivation for running for the HOA board and your desire to serve the community.
2. **Qualifications**
  - Outline your relevant skills, experience, and accomplishments that make you a strong candidate.
  - Highlight any unique qualifications or strengths you possess.
3. **Goals and Objectives**
  - Clearly state your goals and objectives for serving on the HOA board.
  - Identify the key issues you wish to address and your plans for the community.
4. **Vision for the Community**
  - Describe your vision and perspectives for the future of our community.

## Additional Tips

- Keep your statement concise and easy to read (recommended word count: 300-500 words).
- Use clear, concise language to communicate your message effectively.
- Highlight your unique qualifications, strengths, and enthusiasm for serving the community.
- Proofread your statement carefully to ensure accuracy and professionalism.

Remember, your Candidate Statement is an opportunity to introduce yourself and outline your vision for the future of our community. Take the time to craft a strong statement that showcases your qualifications and commitment to serving the residents.

## Submission Instructions

1. Prepare your HOA Candidate Statement, adhering to the guidelines above and using the enclosed sample template as a starting point (if desired).
2. Submit your completed HOA Candidate Statement, no later than June 23, 2024, to: Association Secretary – email: [hoaboard@themedadowswgv.com](mailto:hoaboard@themedadowswgv.com)

The Board reserves the discretion to ask a candidate to resubmit their Candidate Statement if defamatory references are made to other persons within the Association.

*[Sample Template of an HOA Candidate Statement is included on next page]*

# HOA Candidate Statement / Information Sheet - 2024

Name \_\_\_\_\_

1. How long have you lived in the community? \_\_\_\_\_

2. Why do you want to be a Board Member? \_\_\_\_\_

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3. Have you served on a Committee or Board in our community or any other in the past? \_\_\_\_\_

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4. What are the issues you are most concerned about in the community? \_\_\_\_\_

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5. What is your ideas on how the HOA could address these concerns? \_\_\_\_\_

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6. Why will the Community benefit from your service on the board? \_\_\_\_\_

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7. Please share any other information you would like the homeowners to know about your candidacy. \_\_\_\_\_

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Date \_\_\_\_\_