

The Meadows at WGV – Board of Director’s Special Business Meeting

June 20, 2024 at 7:00 P.M. – Online & via Phone **

Agenda

Meeting Called to Order

Opening Remarks

Old Business

- Vote on Public Notice Board within Community
- Vote to Set Date for the 2024 Annual Membership Meeting
- Vote on Election Rules - Balloting for Association Directors
and Annual Meeting Secret Ballot Procedure

Adjournment



Event Info

** Web & Phone Connection Information: <https://themeadowswgv.com/>

On HOA Web Site – Home Page – Bottom - Association Events Section

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Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJwtduqpqDwpGtV7VmCRrlMS8fjU2R0IBUS1>

After registering, you will receive a confirmation email containing information about joining the meeting.

Draft Resolution

RESOLUTION OF THE BOARD OF DIRECTORS THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

WHEREAS, the Bylaws of The Meadows at Saint Johns Owners Association, Inc. (the "Association") require that notices of meetings shall be posted in a conspicuous place within the Property; and

WHEREAS, based on legal interpretations and common practices, a conspicuous place generally refers to a location that is easily visible, accessible, and noticeable to the majority of the HOA members or residents; and

WHEREAS, the Association currently displays and posts notices on a community notice board located in a high-traffic area on Meadowlark Lane, where residents are likely to see them when entering the community; and

WHEREAS, the Association also displays and posts notices on its official website, which is easily accessible but not regularly visited by residents; and

WHEREAS, HOA members have indicated that the community notice board on Meadowlark Lane is easily visible and noticeable, but is not easily accessible when printed materials are displayed, requiring members to approach the notice board to read them; and

WHEREAS, the Board of Directors has determined that it is in the best interest of the Association to post notices in an additional prominent location in a high-traffic area that is easily visible and easily accessible (near the HOA Common Area sidewalk and a roadway intersection) within the community to ensure adequate notice is provided to all residents.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Meadows at Saint Johns Owners Association, Inc., dba The Meadows at World Golf Village, hereby authorizes the procurement of a Standing Outdoor Message Center Cork Board 45-inch wide x 36-inch high with Locking Sliding Doors Display Case including posts (Item ID # LSDMC-4536) from outdoordisplaycases.com (Access Display Group, Inc.);
2. The Board of Directors authorizes the funding of the Outdoor Message Center procurement (including taxes, shipping, and installation) not to exceed \$1,550.00 as an operating expense classified as Landscape Enhancement; and
3. The Outdoor Message Center shall be erected on the Association Common Area within the retention pond easement at the intersection of Mackenzie Circle and Ardmore Street.

ADOPTED by the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. at an open meeting held on this ____ day of _____, 2024

Your Quote Request

Below is your formal quote. Please click the button to complete your purchase.

[Complete Purchase](#)

[Visit our store](#)

Billing Address

The Meadows
at World Golf Village HOA
1001 ARDMORE ST
Saint Augustine FL 32092
United States

Shipping Address

The Meadows
at World Golf Village HOA
1001 ARDMORE ST
Saint Augustine FL 32092
United States

Additional Information

Estimated production lead time is approximately 15 business days from approval of quote and prepayment in full. Please note that this is an estimate and is not guaranteed. Quotes are valid for 60 days.

Order Details:



Standing Outdoor Message Center Cork Board 45" x 36" | Locking Sliding Doors Display Case

SKU: LSDMC-4536

Selections

Item Price: \$1,097.00

Quantity: 1

Total: \$1,097.00

Your Selections:

- Overall Size: 45" Wide x 36" High
- Orientation: Landscape
- Door Style: (2) Sliding Doors
- Post: 2 Posts Included
- Finish: Light Grey
- Backing Board Material: Standard Cork
- Vinyl Over Cork Color: No Vinyl
- LED Lighting: None - NO LIGHTS

Product Subtotal:	\$1,097.00
Ground FREIGHT	\$296.39
Tax:	\$90.57
Order total:	\$1,483.96 USD

Draft Resolution

RESOLUTION OF THE BOARD OF DIRECTORS
THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

**SCHEDULING OF THE 2024 ANNUAL MEMBERS MEETING
AND BOARD ORGANIZATIONAL MEETING**

WHEREAS, the Board of Directors has determined it to be in the best interest of the Association to hold the annual membership meeting on the fourth Thursday of August 2024.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The 2024 Annual Members Meeting of The Meadows at Saint Johns Owners Association, Inc., dba The Meadows at World Golf Village, will be held on Thursday, August 22, 2024, at 7:00 p.m. at the Pacetti Bay Middle School, Multimedia Room, 245 Meadowlark Lane, Saint Augustine, FL 32092;
2. The Board of Directors Annual Organizational Meeting will be held immediately after the adjournment of the Annual Members Meeting on Thursday, August 22, 2024, at 8:15 p.m. at the Pacetti Bay Middle School, Multimedia Room, 245 Meadowlark Lane, Saint Augustine, FL 32092;
3. If the Secret Balloting for the election of directors is required by the Bylaws to be conducted at the 2024 Annual Members Meeting, the notice of the 2024 Annual Members Meeting shall be mailed to every owner addressed to the owner at the post office address as it appears on the records of the Association by prepaid USPS First Class mail on or before August 1, 2024;
4. If the Secret Balloting for the election of directors is NOT required by the Bylaws to be conducted at the 2024 Annual Members Meeting, the notice of the 2024 Annual Members Meeting shall be delivered to every owner addressed to the owner via email if so authorized by the owner, or by mail at the post office address as it appears on the records of the Association by prepaid USPS First Class mail on or before August 1, 2024.

ADOPTED by the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. at an open meeting held on this ____ day of _____, 2024

RESOLUTION OF THE BOARD OF DIRECTORS
THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

ADOPTION OF ELECTION RULES

WHEREAS, The Meadows at World Golf Village Homeowners Association, Inc. (the "Association") is a Florida non-profit corporation organized and existing under the laws of the State of Florida; and

WHEREAS, the Association is responsible for the governance and operation of The Meadows at World Golf Village community, pursuant to the Declaration of Covenants, Conditions, Restrictions and Easements, and the Association's Bylaws; and

WHEREAS, Section 2.7 of the Association's Bylaws outlines the procedures for the election of directors to the Board of Directors; and

WHEREAS, Florida Statute 720.306 provides additional requirements and guidelines for the election of directors in homeowners' associations; and

WHEREAS, the Board of Directors has identified the need to establish comprehensive and impartial Election Rules to govern the election process, ensuring fairness, transparency, and adherence to best practices; and

WHEREAS, a draft of the proposed Election Rules has been developed, aligning with the Association's Bylaws and the relevant Florida Statutes, and covering all essential aspects of the election process, including candidate qualifications, nomination procedures, voting methods, ballot counting, and result reporting; and

WHEREAS, the proposed Election Rules outline provisions for the use of secret written ballots, the appointment of independent Inspector(s) of Election, and procedures for handling blank ballots at the Annual Meeting, among other key elements; and

WHEREAS, the Board of Directors has carefully reviewed the proposed Election Rules and deems it in the best interest of the Association to adopt these rules to ensure a fair and impartial election process.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of The Meadows at World Golf Village Homeowners Association, Inc., hereby adopts the attached Election Rules, effective immediately, to govern all future elections of directors to the Association's Board of Directors; and

RESOLVED FURTHER, that the Board of Directors specifically endorses and adopts the Secret Balloting Procedure outlined in the Appendix of the Election Rules, to ensure the confidentiality and integrity of the voting process during the election of directors; and

RESOLVED FURTHER, that the officers of the Association are hereby authorized and directed to take all necessary actions to implement and enforce these Election Rules, including but not limited to the appointment of independent Inspector(s) of Election and the dissemination of these rules to the Association's members.

ADOPTED by the Board of Directors of The Meadows at World Golf Village Homeowners Association, Inc. at an open meeting held on this _____ day of _____, 2024.



The Meadows

At World Golf Village

Saint Augustine, FL 32092

June 14, 2024

Page 1 of 1

I am pleased to present the proposed Election Rules for The Meadows at World Golf Village Homeowners Association for your review and approval. These rules have been carefully developed to ensure a fair, impartial, and transparent process for the election of directors to the Association's Board.

The enclosed document outlines comprehensive procedures and guidelines that align with the Association's Bylaws and the relevant Florida Statutes, particularly Section 720.306. The Election Rules cover all essential aspects of the election process, from candidate qualifications and nomination procedures to voting methods, ballot counting, and result reporting.

Key highlights of the proposed Election Rules include:

1. Clear eligibility requirements and processes for candidates seeking to run for the Board of Directors.
2. Provisions for the use of secret written ballots and the prohibition of proxy voting, ensuring the confidentiality and integrity of the voting process.
3. The appointment of independent Inspector(s) of Election to oversee the entire election process, including candidate verification, ballot distribution, and vote tabulation.
4. Procedures for handling blank ballots at the Annual Meeting, enabling eligible members present to cast their votes securely using the two-envelope secret ballot method.
5. Guidelines for reporting election results, maintaining custody of ballots, and addressing any challenges to the election process.

These Election Rules have been developed with input from various stakeholders and aim to promote transparency, fairness, and adherence to best practices in HOA elections.

I kindly request that the Board of Directors review the enclosed document and consider adopting these Election Rules as the official guidelines for conducting future elections of directors to the Association's Board.

Your prompt attention to this matter would be greatly appreciated. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your consideration.



THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION

ELECTION RULES Election of Association Directors

© 2024. The Meadows at World Golf Village

**Initial Release
July 2024**

Effective: July 1, 2024
(Adopted: June xx, 2024)

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100. INTRODUCTION

These Election Rules are designed to provide clear guidance for the fair and impartial election of directors to The Meadows at Saint Johns Owners Association, Inc. ("Association") Board of Directors. These Election Rules are based on, and supplemental to, the Declaration of Covenants, Conditions, Restrictions and Easements and Governing Documents of The Meadows at Saint John's Owners Association, Inc. ("The Meadows" or the "Association").

200. ELECTION RULES

201. Candidate Qualifications

➤ Notice of Intent to Run

As specified in Section 2.7(b) of the Bylaws, any Lot Owner desiring to be a candidate ("Candidate") must submit written notice of their intent to run to the Association at least 60 days before the scheduled election date.

➤ Eligibility Requirements

Pursuant to Section 720.306(9)(b), Florida Statutes, Candidates are ineligible if:

1. They owe any outstanding fees, fines or monetary obligations to the Association on the day the notice of intent is due.
2. They have been convicted of a felony in Florida or federal court, unless their civil rights have been restored for at least 5 years before the nomination date.

➤ Verification of Qualifications

The Association will verify each Candidate's qualifications at least 45 days prior to the election date.

202. Nomination Procedures

➤ Call for Candidates

At least 80 days before the election, the Association shall request that all interested Lot Owners submit their names as Candidates.

➤ Affirmation of Qualifications

Those providing Candidate notice must affirm, under penalty of perjury, that they meet the stated eligibility requirements.

➤ Nominations Prohibited

Nominations of Candidates from the floor at the annual meeting, as well as write-in candidates on the ballot, are strictly prohibited.

➤ Candidate Registration List

The Association shall compile and maintain an official Candidate registration list.

203. Voting Qualifications and Procedures

➤ Allocation of Votes

Each Lot shall have one vote for each open Board seat. Cumulative voting is not permitted.

➤ Minimum Voter Participation

Pursuant to Section 2.7(e), at least 20% of eligible voters must cast a valid ballot for the election results to be considered valid.

➤ Eligibility to Vote

Only Lot Owners who are not delinquent on any fees, fines or other monetary obligations to the Association may vote, as provided in 720.306(9)(b), Florida Statutes.

➤ Proxy Voting Prohibited

No proxy voting is allowed in Board elections, per Section 2.7 of the Bylaws.

➤ **Secret Written Ballots**

Voting shall be by secret written ballot only, as specified in Section 2.7 of the Bylaws.

➤ **Ballot Mailing**

At least 14 days prior to the election date, the Association shall mail to all eligible Lot Owners:

1. A ballot listing all qualified Candidates in alphabetical order by last name.
2. Two envelopes - an unmarked inner "Ballot" envelope and a pre-addressed outer "Ballot Return" envelope.
3. Voting instructions and the candidacy information sheets provided by Candidates, per Section 2.7(d).

➤ **Ballots at the Annual Meeting**

In addition to the mail-in ballot process, the Association shall have blank ballots available at the Annual Meeting for distribution to eligible Lot Owners present who have not previously cast their vote. These ballots must be completed and submitted to the Inspector(s) of Election before the close of balloting at the meeting.

➤ **Secret Ballot Voting Procedure**

1. Voters shall mark their ballot selections and insert the ballot into the unmarked inner "Ballot" envelope and seal it. No identifying voter information shall be included on this inner envelope.
2. The sealed "Ballot" envelope shall then be placed into the pre-addressed outer "Ballot Return" envelope.
3. In the upper left corner of the "Ballot Return" envelope, the voter shall print and sign their name and indicate their lot/parcel address within the community.
4. The sealed "Ballot Return" envelope may be mailed to the address specified for the Inspector(s) of Election, or delivered in

person to the Inspector(s) at the annual meeting before the close of balloting for mail-in ballots. Blank ballots obtained at the Annual Meeting must be completed and submitted to the Inspector(s) before the close of all balloting. Receipts shall be provided upon request.

5. Any "Ballot Return" envelopes received after the close of balloting shall be considered invalid and not counted.

6. For quorum purposes, each validly returned "Ballot Return" envelope shall be considered one (1) present member voter.

7. Once received by the Inspector(s), all ballot envelopes are considered irrevocable.

➤ **Public Ballot Counting**

The sealed "Ballot" envelopes shall remain unopened until the annual meeting, where the Inspector(s) of Election shall open and count them publicly in the presence of the membership and any observers or candidates.

➤ **Observation of Counting**

Candidates and members are permitted to observe the ballot counting and tabulation process.

➤ **Reporting of Results**

1. The Inspector(s) shall promptly report the tabulated results to the Board of Directors and members present.

2. The results shall be recorded in the minutes of the annual meeting.

3. Within 5 days, the Board shall conspicuously post the results for at least 7 days in the community and on the Association's website notice page.

4. The detailed results shall be made available for inspection by any member upon request.

➤ **Custody of Ballots**

1. The sealed "Ballot Return" envelopes shall remain in the custody of the Inspector(s) until any election challenge period has expired.
2. After expiration, custody shall transfer to the Association to maintain the sealed ballots among its official records.
3. In the event of an election recount or other challenge, the Inspector(s) shall make the ballots available for inspection upon written request from a member.

➤ **Voting Period**

The voting period, including the specific times that polls will open and close, shall be announced with the mailing of the ballots per Section 2.7(c).

204. Inspector(s) of Election

➤ **Appointment**

The Board shall appoint one or more neutral third parties as Inspector(s) of Election, who must be independent per Section 2.8(e).

➤ **Duties**

The Inspector(s)' duties include:

1. Verifying Candidate qualifications per Section II.C. above.
2. Validating the form of ballot and these Election Rules at least 45 days prior to the election per Section 2.8(j).
3. Overseeing all ballot distribution, receipt, signature verification and counting processes.
4. Making final determinations on any issues or challenges related to the election or a voter's eligibility.
5. Certifying and announcing the official election results.

➤ **Staffing**

The Inspector(s) may appoint independent staff as needed to assist with ballot counting and other duties, provided those staff meet the same impartiality criteria per Section 2.8(f).

205. Voter List

➤ **Preparation**

At least 30 days before distributing ballots, the Association shall prepare an official voter list including each Lot Owner's name, voting power, parcel number and mailing address per Section 2.8(g).

➤ **Owner Review**

Lot Owners may review the voter list and report any errors regarding their individual listing to the Inspector(s) of Election.

➤ **Error Correction**

Any errors reported by Owners must be investigated and corrected by the Inspector(s) within two (2) business days.

206. Use of Association Media

➤ **Equal Access**

If any Candidate is provided access to Association media like newsletters, website, etc. for campaigning, the Association must provide equal unedited access to all Candidates at no cost per Section 2.8(a).

➤ **Content Disclaimer**

The Association may include a disclaimer specifying that Candidates are solely responsible for the content they submit.

207. Election Results Criteria

➤ **Plurality Voting**

The Candidate(s) receiving the highest number of votes shall be elected, per Section 2.7(e).

➤ **No Quorum Requirement**

In accordance with Section 2.7(e), no quorum is required for the validity of the Board election.

➤ **Annual Meeting**

Unless properly re-scheduled, the election of Directors shall occur at the Association's annual membership meeting per Section 2.7(g).

208. Filling Board Vacancies

Any vacancy occurring on the Board before the expiration of a term may be filled in accordance with Section 720.306(9)(c), Florida Statutes and procedures outlined in the governing documents.

209. Challenging the Election

Any challenge to the election process must be commenced within 60 days after the election results are announced, per Section 720.306(9)(a), Florida Statutes

210. Meeting Recordings

Lot Owners may make audio and/or video recordings of the Board of Directors meetings and annual membership meetings per Section 720.306(10), Florida Statutes.

211. Rule Changes

➤ **Adoption Date**

These Election Rules were formally adopted by the Board on [DATE].

➤ **Restriction on Changes**

In accordance with Section 2.10 of the Bylaws, these Election Rules cannot be amended in any manner beginning 90 days prior to an election.

APPENDIX

Secret Balloting Procedure

Annual Members Meeting - Election of Association Directors

A. Overview

This document outlines the procedures for conducting secret balloting during the election of directors at the annual meeting of the association's members. These procedures are designed to preserve the confidentiality of the vote and comply with the legal requirements set forth in Florida Statute 720.306.

B. Table of Contents

1. Ballot Distribution
2. Voting Process
3. Quorum
4. Counting Ballots and Tabulating Votes
5. Reporting Results
6. Custody of Ballots

C. Ballot Distribution

At least 14 days prior to the annual members' meeting, the association must mail or deliver the following items to every member by first-class mail:

- Ballot
- Two pre-addressed envelopes
- Instructions on how to return the ballot
- Annual Members Meeting Notice

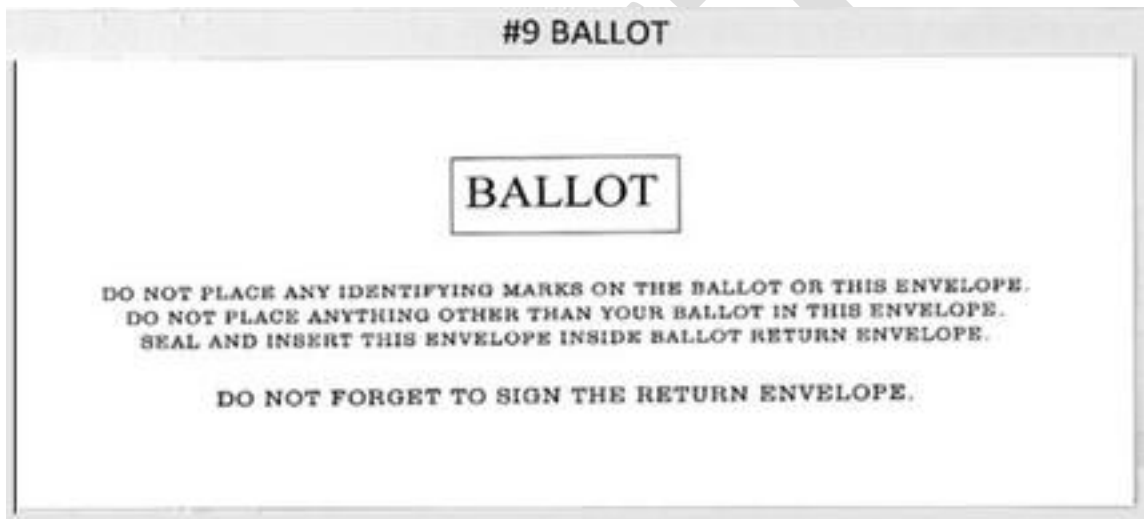
D. Voting Process

If more than one ballot is submitted for a lot or parcel, all ballots for that lot or parcel will be disqualified.

To cast a vote, members must follow these steps:

1. Inner Envelope (Ballot Envelope):

- Insert the unmarked ballot into the inner envelope.
- Seal the inner envelope.
- Do not place any identifying marks on the inner envelope or the ballot.



2. Outer Envelope (Return Envelope):

- Insert the sealed inner envelope into the outer envelope.
- Seal the outer envelope.
- In the upper-left corner, print your name, address, and sign as the designated voter.

- Mail or deliver the outer envelope to the address specified by the inspector(s) of elections.

#10 BALLOT RETURN

BALLOT RETURN ENVELOPE

House #: _____ Street: _____
Owner(s)/Voting Representative
Must Sign Below

Signature of Designated Voter

Printed Name of Designated Voter

INSPECTOR OF ELECTIONS
THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC
{c/o Person or Mngt Office}
{Address}
{Post Office} FL {ZIP Code}

3. Ballots at the Annual Meeting:

- In addition to the mail-in ballot process, the Association shall have blank ballots available at the Annual Meeting for distribution to eligible Lot Owners present who have not previously cast their vote.
- To cast a vote using the blank ballots, eligible Lot Owners must follow the same two-envelope secret ballot voting procedure:
 1. Insert the marked ballot into the unmarked inner "Ballot" envelope and seal it.
 2. Place the sealed "Ballot" envelope into the pre-addressed outer "Ballot Return" envelope.
 3. In the upper-left corner of the "Ballot Return" envelope, print and sign your name, and indicate your lot/parcel address within the community.
 4. Submit the sealed "Ballot Return" envelope to the Inspector(s) of Election before the close of all balloting at the meeting.
- These ballots must be completed and submitted to the Inspector(s) of Election before the close of all balloting at the meeting.

E. Quorum

Each ballot received by the inspector(s) of elections will be treated as a member present at the meeting for the purpose of establishing quorum.

F. Counting Ballots and Tabulating Votes

- All ballots must be counted and tabulated by the association's inspector(s) of elections, or their designee, in public at a properly noticed membership meeting.
- No person, member, or employee of the association's management company may open or review any ballot before the counting and tabulation process.
- The inspector(s) of elections, or their designee, may verify the member's information and signature on the outer envelope before the meeting.
- Any candidate or member of the association may witness the counting of ballots and tabulation of votes.

G. Reporting Results

Once the votes are counted, the tabulated results must:

- Be promptly reported to the board and attendees at the membership meeting.
- Be recorded in the minutes of the membership meeting.
- Be recorded in the minutes of the Organizing board meeting.
- Be made available for review by the association's members.

Within five days of the election, the board must conspicuously post a general notice of the tabulated results for at least seven days, both within the community and on the Notice subpage of the Association website.

H. Custody of Ballots

- The sealed ballots must remain in the custody of the association's inspector(s) of elections, or at a designated location, until the time for challenging the election has expired (60 days after the results are announced).
- After this period, the custody of the ballots must be transferred from the inspector(s) of elections to the association's official records.

- If there is a recount or challenge to the election process, the inspector(s) of elections must make the ballots available for inspection and review upon written request from any association member or their authorized representative.

For more information or clarification, please refer to [Florida Statute 720.306](#) or contact the association's board of directors.

DRAFT

GLOSSARY

ARC – Architectural Review Committee (a Standing Committee of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA))

BOD – The Board of Directors of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA)

BY-LAWS - The By-Laws of *The Meadows at Saint Johns Owners Association, Inc.*

COVENANTS - Declaration of Covenants, Conditions, Restrictions and Easements for the Meadows at Saint Johns

HOA – A Homeowners Association (HOA) is a self-governing organization in a subdivision community where the homeowner with the purchase of property within an HOA's jurisdiction automatically become members of the HOA and are required to pay dues (HOA fees) to maintain the neighborhood and to uphold predetermined rules and regulations

MANAGEMENT – The community association management firm retained by the Board of Directors of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA) to assist the BOD in the administration of the affairs of the HOA.

SRC – Special Review Committee (a Standing Committee of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA))

WEBSITE – The Official Page for **The Meadows at World Golf Village HOA**

[HTTPS://THEMEADOWSWGV.COM/](https://themeadowswgv.com/)

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