

TWIN LAKES ESTATES HOMEOWNERS' ASSOCIATION
98 Golf View Circle, Umatilla, FL 32784

October 8, 2024

Dear Members of Twin Lakes Estates Homeowners' Association,

Last December the Board of Directors amended Article 2, Section 13 and Article 3, Section 2 of the Bylaws. This, our Sixth Amendment, improves and clarifies the process and procedures for electing Directors at the Annual Meeting. This notice is the first step in this process.

The 2024 Annual Meeting and Election of Directors will take place on Tuesday, December 17, 2024 at 6:30 PM in the Clubhouse. Fox Kehler and Fran Mitchell's two-year terms are ending, so there will be two open seats. Pete Salamone, Myra Grist, and Gail Schmidt will continue as Directors through 2025.

There is no longer a Nominations Meeting. Instead, all eligible members of the Association are given the opportunity to self-nominate and to declare their candidacy for election to the Board during the 3-week filing period beginning October 15th and ending November 7th. The only names that will be included on the ballot will be those eligible candidates who submit their "Declaration of Candidacy" no less than forty (40) days prior to the date of the election. The form to be used is included in this mailing, and it must be returned to the Association no later than Thursday, November 7, 2024.

If there are three (3) or more candidates, you will receive another notice in the mail no less than fourteen (14) days prior to the meeting. This mailing will include a mail-in ballot listing all the candidates. Clear directions will be given on how to vote and how to return your secret ballot. You can expect to receive it by November 25th. However, be aware that unless more candidates exist than the number of Board vacancies, an election is not required and the candidates shall automatically be elected.

On page 2 of this notice, you will find a list of the general responsibilities of the Board of Directors. Please read it, and if you have questions about the duties of the Board as a whole, we encourage you to contact any current Board member.

We each have been blessed with unique skills that could be used to benefit the entire community. We hope that you will consider this opportunity to use your gifts and talents in service to our Association by stepping forward to nominate yourself to serve as a Director for a two-year term.

Thank you,
The Election Committee

RESPONSIBILITIES OF TWIN LAKES ESTATES BOARD OF DIRECTORS

For those considering a Board position, understanding the responsibilities of the Board of Directors is important. You will be making a commitment to the well-being of the community and a pledge to preserve property values.

- Manage the association's finances; this includes creating the annual budget, collecting assessments, paying the bills, and making financial decisions that align with the best interests of our community.
- Oversee the physical well-being of our community; this includes landscaping and maintenance of our common areas, street lighting, oversight of the Architectural Control Committee, and infrastructure repairs. This duty extends beyond routine maintenance; board members must strategically plan for significant capital repairs and improvements, demonstrating foresight and careful financial planning.
- Keep residents well informed about the association's activities, decisions, and financial matters. Quarterly BOD meetings, newsletters, emails, and our website are all tools that help share information and ensure residents have access to governing documents and other essential information.
- Become familiar with both the governing documents of TLE and with Chapter 720 of the Florida Statutes, also known as the Homeowners' Association Act. All of our documents can be found on our website. Go to: www.twinlakesestates.net. To access the state laws, go to: www.leg.state.fl.us/statutes and find Chapter 720 Homeowners Associations.
- In addition to these ongoing responsibilities, board members are required to enhance their knowledge and skills through continuous education. Newly elected board members must complete the required board member certification class within the 90-day window after their election. Additionally, directors must complete at least 4 hours of continuing education classes each year.