

SEACREST SOUTHWEST PROPERTY MANAGEMENT

1044 Castello Drive, Suite #206
Naples, Florida 34103-1900
(239) 261-3440, Ext 134 ♦ Fax (239) 261-2013
Email: Lmarcos@swpropmgt.com

DATE: January 26th, 2025

TO: All Unit Owners
Vista Townhomes at Heritage Bay Association, Inc.

RE: **First Notice of Election of the Board of Directors and Annual Meeting**

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1>

Meeting ID: 255 793 397 915

Passcode: 5pc2m4hQ

This letter serves as the first notice of the election of the Board of Directors for Vista Townhomes Association, Inc. which will be held at the Association's Annual Meeting on March 27, 5:30PM.

The Association's Board of Directors consists of 3 members. There is one seat up for election, all candidates must be self-nominated. Nominations cannot be made at the Annual Meeting. Therefore, any unit owner who desires to be a candidate for the Board of Directors must submit his/her name to Vista Townhomes at Heritage Bay Association, Inc. at the address listed above. A brief, personalized message sheet, or résumé must be included (8 ½ x 11, single sided only), unless you are a current elected office holder.

The Association must receive the Notice of Intent to be a Candidate form by February 5th, 2025 (35) days prior to the election, and the résumé must be received no later than February 15th, 2025.

Please be advised: 1) If your account is showing as delinquent in excess of 90 days on any monetary obligation due the Association (this includes maintenance fees, late fees and interest) at the time of the election, you will not be able to serve on the board of the association. 2) Within ninety (90) days after being elected or appointed, each Director shall certify in writing to the Secretary that he or she has read the Declaration of Covenants, Articles of Incorporation, Bylaws, and current written policies, or submit a certificate of satisfactory completion of the education curriculum administered by a division approved education provider.

If you have any questions, please contact me, Linda Marcos at 239-261-3440, Ext 138, or via email at Lmarcos@swpropmgt.com

(NOTICE OF INTENT TO BE A CANDIDATE IS ON THE FOLLOWING PAGE)

**NOTICE OF INTENT TO BE A CANDIDATE FOR THE
BOARD OF DIRECTORS
OF
VISTA TOWNHOMES AT HERITAGE BAY ASSOCIATION, INC.**

I, _____ (Print Name), hereby place my name in nomination as a candidate for the Board of Directors. I am/am not (Circle One) enclosing an information sheet about myself. I understand that I am responsible for the accuracy of the information contained in the information sheet. The information sheet may be no larger than 8 ½" x 11", single-sided. **Candidate Notice MUST be received by February 5th 2025, and the résumé must be received no later than February 15th, 2025.**

Please be aware that no person is eligible to serve on the Board if delinquent in payment of any amount including any late fee, unpaid interest, fine special or regular assessment at the time if the deadline for submitting the notice of intent to be a candidate for the Board of Directors or has been convicted of any felony in the United States and your civil rights have not been restored for more than 5 years, you are not eligible to be candidate and, thus will not be listed on the ballot

Signature

Date

Print Name

Unit Number and Address

Please return to:

Vista Townhomes at Heritage Bay Association, Inc.
c/o Seacrest Southwest Property Management
1044 Castello Drive, Suite 206
Naples, FL 34103
Email: noi@swpropmgt.com