

The Sanctuary of Jacksonville Beach Homeowners Association, Inc.
c/o Elim Services
1941 Mayport Rd
Atlantic Beach, FL 32233
(904) 241-8886

Dear Sanctuary Homeowner,

Notice is hereby provided that The Sanctuary's Annual Election and Homeowners' Meeting will be held on October 17, 2024. The purpose of the election is for homeowners to elect two Directors to replace those board members who have fulfilled their terms. Your election package includes informational letters from two (2) homeowners who wish to be considered for a board position.

For your guidance, Sanctuary governing documents require the election to be held by secret ballot. The designated voter for your lot may vote for up to two (2) candidates. See the enclosed instructions for completing a Designated Voter Certificate if more than one owner is recorded for your property.

If you are unable to vote in person on October 17th, you may mail your ballot to the Association in the return-addressed envelope with stamp. Ballots remain sealed until tallied at the Annual Meeting.

The election cannot be held unless a quorum is obtained which is thirty percent (30%) of all the votes entitled to be cast by homeowners. Please plan to participate in the election. Voting instructions are enclosed.

Annual Election and Homeowners' Meeting Schedule

October 17, 2024
South Beach Parkway Community Center & Exhibition Hall
2508 S Beach Parkway, Jacksonville Beach, FL 32250

6:00 p.m.
Sign-in and ballot collection

7:00 p.m.
Annual Homeowners' Meeting and Election Results

Management Contact
Ashley Boettcher, C.A.M.
Elim Services, Inc.
Ashley@ElimServices.com
(904) 241-8886

Election Package Enclosures: Notice of Annual Election & Meeting; President's Letter; Agenda; Ballot; Designated Voter Certificate; Proxy; Candidate Informational Letters; Proposed 2025 Budget; Ballot Envelope; Return Addressed Envelope

Election Frequently Asked Questions

Q: If I can't attend the election and meeting, can I still vote?

A: *Yes. You can mail your completed ballot to the Association in the envelope provided.*

Q: If I mail my ballot in, do I need to send a proxy too?

A: *No. But if you also mail a completed Limited Proxy it will count towards meeting quorum.*

Q: Will my Ballot be tallied the way I voted if I mail in a Limited Proxy?

A: *Yes. Ballots will be cast as voted. The Limited Proxy will only be counted towards meeting quorum.*

Q: Why is voting so complicated? My eyes glaze over when I read the instructions.

A: *Feel for you, but the Association's election process is per governing documents which requires Secret Balloting. So, there is no way to get around the ballot being hidden in an envelope then hidden in another envelope thing.*

Q: But why a Secret Ballot? We're just voting on community matters.

A: *Even in community elections owners should be awarded voter privacy.*

Q: Place what in which envelope?

A: *Ballot goes in Ballot Envelope. The Ballot Envelope goes in Return-Addressed Envelope to the Association.*

Q: Just tell me? What's the easiest way to vote?

A: *Come to the South Beach Parkway Community Center & Exhibition Hall on October 17th. Enjoy good neighbors, finger foods, and a beverage. Cast your ballot. If you need help someone will be there to assist.*

Q: I plan to mail my ballot in. Can I still come to the reception and meeting?

A: *Yes!*



Dear Sanctuary neighbors,

Thank you for your interest and participation in the 2024 election process for the Sanctuary HOA Board of Directors. On October 17th our annual meeting of the members will be held at the Jacksonville Beach Community Center off Osceola Avenue, where our monthly board meetings are now held. Election time is a great time to look back at what has been accomplished in the last year as we prepare for our coming challenges.

This Sanctuary board has been a pleasure to be a part of. We have 5 excellent board members who are as fair and open minded as they are passionate about serving our community. This board has been as productive as any I've been a part of. Some of our projects have been rather obvious but we've also done lots of less noticeable maintenance projects that collectively have the Sanctuary looking great. Probably more important than all the maintenance items, is our decision to make a change from Envera and having a virtual guard, to a pure technology solution for our community security. Although we will no longer have a virtual guard, we expect our security and front gate operations to be significantly improved. The shift will take place in late October.

The team of resident volunteers that make up our committees is a real force multiplier for our board. The ARC, Beautification, Social and Welcome, and Waterway Committees are doing a great job and deserve a huge thank you. We have a range of infrastructure projects that will need to be addressed in the coming year. Recent past boards deserve credit for ensuring our reserves were well positioned to finance these projects.

Our future looks bright, and this is a great time to be a Sanctuary homeowner.

Living with nature by design,

Scott Schilbrack



AGENDA

Annual Election and Homeowners' Meeting
Thursday, October 17, 2024

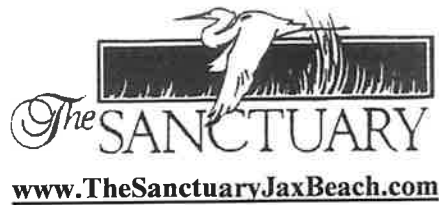
6:00 p.m. Election
7:00 p.m. Call to Order

South Beach Parkway Community Center & Exhibition Hall
2508 S Beach Parkway, Jacksonville Beach, FL 32250

- 6:00 p.m. Voting Kiosk Opens - Ballots received by mail available for tally
Voter Sign in Begins
- 7:00 p.m. Call to Order
Establish a quorum of the membership (in person and by proxy)
Nominations from Floor
Open Forum
Approve 2023 Annual Meeting Minutes
Election Results
Adjourn

Board of Directors Organizational & Budget Meeting

- Call to order/Establish a quorum of the board
Organization of the board
Adopt 2025 Budget (proposed Budget enclosed)
Adjourn



The Sanctuary of Jacksonville Beach Homeowners Association, Inc.
c/o Elim Services
1941 Mayport Rd
Atlantic Beach, FL 32233
(904) 241-8886

Official Ballot

Election for Board of Directors

Thursday, October 17, 2024
6:00 p.m. – 7:00 p.m.

South Beach Parkway Community Center & Exhibition Hall
2508 S Beach Parkway, Jacksonville Beach, FL 32250

Voter may also mail completed ballot to:

The Sanctuary Association Secretary
c/o Elim Services
1941 Mayport Road
Atlantic Beach, FL 32233
(Return-Addressed Envelope Enclosed)

The following are candidates for Board of Director seats. There are two (2) vacancies for the Board Directors. **Circle up to two (2) candidate names.** Ballots with more than two (2) selections will not be counted.

Gautam Banerjea

Scott Schilbrack

Write in Candidate _____

Write in Candidate _____

Ballot may be cast in person, delivered by mail, or by proxy. A proxy is **NOT** required when mailing the ballot but submitting a Limited Proxy allows the voter by proxy to be counted towards meeting quorum.

Ballot must be received by the Association prior to closing of poll announced at the Annual Meeting on October 17, 2024. See detailed instructions on the reverse side of Ballot.



Instructions for Voting by Secret Ballot.

- The ballot must be cast by a Designated Voter if more than one person owns the lot. See instructions for Designated Voter.
- You may vote for up to two (2) candidates. Circle only two candidate names.
- Do not make any identifying marks on the BALLOT such as voter's name, lot #, or address.
- If you own more than one lot, you may cast a vote for each lot owned. A separate envelope must be used for each ballot.
- A vote for more than two (2) candidates per Ballot will be disallowed.
- Place your completed Ballot in the envelope marked **Ballot Envelope** and seal the envelope.
- Place the sealed Ballot Envelope in the Return Envelope addressed to the Secretary.
- Print Your Name and Sanctuary Lot Address and signature on the Return Envelope.
- Enclose the Designated Voter Certificate if required.

Instructions for Casting Your Ballot

- **In Person:** Cast your sealed Ballot on October 17th at South Beach Parkway Community Center & Exhibition Hall between 6:00 p.m. and 7:00 p.m.
- **By Mail:** If you cannot attend the election, you may mail your ballot to the Association. A proxy is **NOT** required but the Limited Proxy submitted will be used to count towards meeting quorum. Ballots will be registered as received on the Lot Owner Master List. Ballots remain sealed until tallied at the Annual Meeting.

Ballot must be received by the Association prior to closing of the poll announced at the Annual Meeting on October 17, 2024.



Designated Voter Certificate

TO THE ASSOCIATION SECRETARY OF
THE SANCTUARY OF JACKSONVILLE BEACH HOMEOWNERS ASSOCIATION, INC.

THIS IS TO CERTIFY that the undersigned, constituting all of the recorded owners of (Property Address) _____ have designated _____ as (Print Name of Designated Voter - Must be only one owner of the property) their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the governing documents of the Association. This Certificate is made pursuant to the governing documents of the Association and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

PROPERTY OWNER'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

DATE: _____

If the property is owned by a corporation, a Voting Certificate must be signed by the President or Vice President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation.

Signature

Print Name

Corporate Title

Attested by Secretary

DESIGNATED VOTER CERTIFICATE INSTRUCTIONS

(A Designated Voter Certificate is printed on the reverse side.)

A Voter Certificate is required if the lot is owned by more than one individual except if owned by husband and wife “as tenants by the entirety,” where the husband and wife have rights of survivorship for the real estate owned.

If Certificate is required:

- Certificate must be signed by all owners to include any applicable corporate officer or trustee.
- Only the Designated Voter, who must be an owner, is authorized to cast the vote.
- A new or updated certificate may be submitted with the ballot or mailed separately to the Association.

A Designated Voter Certificate will remain in effect until a change in ownership of the property occurs, or the property owners choose to designate a new Designated Voter.

The following examples illustrate when a certificate is or is not required:

- Property owned by John Jones. **No Certificate required.**
- Property owned by John Jones and Ellen Jones, tenants by entirety. **No Certificate required.**
- Property owned by John Jones and Mary Rose, joint owners. **Certificate Required.** Either John Jones or Mary Rose must be designated.
- Property owned by John Jones and his brother, Tim Jones. **Certificate Required.** Either John Jones or Tim Jones must be designated.
- Property owned by Howard, Inc. **Certificate Required.** Voting Certificate must be filed designating one person entitled to vote, signed by President or Vice- President of Corporation and attested by Secretary or Assistant Secretary of Corporation.



PROXY
October 17, 2024
Annual Meeting

Secretary
The Sanctuary of Jacksonville Beach Homeowners Association, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the Secretary of the Association or _____, attorney and agent with the power of substitution for and in the name, place and stead of the undersigned, to vote as Proxy at the Annual Meeting of the Association, to be held at South Beach Parkway Community Center & Exhibition, October 17, 2024 at 6:00 p.m., and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present upon the matters set forth in the Notice of Meeting dated October 1, 2024, a copy of which has been received by the undersigned.

(In no event shall this Proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given.)

DATED this _____ day of _____, 2024.

Parcel Owner _____

Parcel Number or Property Address _____

Parcel Owner Signature _____

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the Proxy set forth above.

Dated _____ Proxy Signature _____

Limited Proxy Instructions

(A Limited Proxy is printed on the reverse side.)

The Limited Proxy allows owners that cannot attend the Annual Election and Homeowners' meeting to count towards meeting quorum. Ballots mailed in will be tallied as voted by the owner at the Homeowners' meeting. If a Limited Proxy is provided with the ballot, the proxy will count towards meeting quorum. The ballot remains sealed until opened and tallied at the Homeowners' Meeting. Your ballot will be voted as completed whether you submit a proxy or not.

- Appoint your proxy as being either the Association Secretary or designate another appointee.
- Appointed proxy must attend the Homeowners' meeting.
- Print your name, address, date, and sign. The proxy must be dated for the day it is signed.
- Mail the Limited Proxy with your sealed ballot in the envelope provided or send with the designated proxy.

The Sanctuary of Jacksonville Beach Homeowners Association, Inc.

c/o Elim Services, 1941 Mayport Rd, Atlantic Beach, FL 32233 (904) 241-8886



Board of Directors Interest Form

I am interested in being a Director/Board Member of The Sanctuary of Jacksonville Beach Homeowners Association.

Gautam Banerjee
Printed Name

1127 Blue Heron Lane W
Address

I feel I would be an asset on the Board because:

I have a business (finance, communications) and technical background. The current board is one of the finest I have experienced in my almost 10 years here and I would greatly appreciate an opportunity to work alongside the board members to enhance The Sanctuary so all residents can be proud of being here!

Do you have any previous community or homeowner association experience? Please describe.

Yes, I was the President of the HOA, albeit for a short term.

Do you have any specific or professional skills which may be applied as an association board member?

Business Management (Finance & Marketing), Hi-Tech consulting, Large Program/Project Management and the ability to see and affect change from the customer view (in this case, our homeowners).

Explain your availability for conducting HOA board business

I am retired now from regular work, so have ample time to conduct and participate in board business

Why are you interested in the position?

To be part of a team that sincerely cares about The Sanctuary, and the ability to bring about positive change for our homeowners.

Number of years in the community? 9+

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Board of Directors Interest Form

I am interested in being a Director/Board Member of The Sanctuary of Jacksonville Beach Homeowners Association.

Scott Schilbrack

Printed Name

1849 Blue Heron Ln

Address

I feel I would be an asset on the Board because:

I have the experience, the knowledge of our community history and the drive to take our community to a higher level.

Do you have any previous community or homeowner association experience? Please describe.

Aside from serving on most of our committees at one point or another, I have served on our board twice. I first joined the board in 2006 for a three-year stint, including 1 year as president. After several years away, I rejoined the board in late 2020 and have served since then including the last 2 years as president.

Do you have any specific or professional skills which may be applied as an association board member?

In the past, I have answered this question touting my business experience, Insurance license and education. But I think more important than any of those things are having an even temperament, being fair and open minded and treating each resident the way I would like to be treated.

Explain your availability for conducting HOA board business

Since selling our family insurance agency in 2022 I am semi-retired. Not long after making that transition my wife told me I needed a hobby. The Sanctuary became my hobby. Dedicating my free time to maintaining and improving our community makes me happy and seeing the results of our collective effort makes me proud.

Why are you interested in the position?

I have a special place in my heart for The Sanctuary. I want to see our community reach its potential as one of the more upscale and desirable communities in our area.

Number of years in the community?

My wife, Julie, and I have lived in this community since we were newlyweds in 1995. We raised our daughter here and now enjoy time with our three-year-old granddaughter here whenever we can.

The Sanctuary of Jacksonville Beach Homeowners Association, Inc. Proposed 2025 Budget (01/01 - 12/31/2025) 221 Homes			
Account			
	2024 Forecast	2024 Budget \$195/month	2025 Proposed Budget \$195/month (no Increase)
Income			
Total Income	\$519,847.91	\$525,140.00	\$517,140.00
Expenses			
Corporate Expenses	\$16,683.25	\$21,062.00	\$25,562.00
General & Administrative	\$27,528.00	\$27,368.00	\$29,177.44
Gate/Tennis Court/Pool	\$117,819.40	\$110,677.00	\$80,272.56
Landscape Expenses	\$84,201.50	\$73,125.00	\$84,200.00
Other Expenses	\$22,728.00	\$21,975.00	\$22,385.00
Utilities	\$31,882.86	\$28,140.00	\$32,750.00
Reserves Expense			
General Reserves	\$242,793.00	\$242,793.00	\$242,793.00
Total	\$543,636.01	\$525,140.00	\$517,140.00
Net Income	-\$23,788.10	\$0.00	\$0.00

