



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 16, 2025. The purpose of the election is for homeowners to elect three (3) Directors to replace those board members who have fulfilled their terms. Your election package includes informational letters from three (3) 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 three (3) 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 16th, 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 16, 2025
Courtyard By Marriott Jacksonville Beach Oceanfront
The "Atlantic Room"
1617 North 1st St, 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 2026 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 2025 election process for the Sanctuary HOA Board of Directors. On October 16th our annual meeting of the members will be held at the Courtyard by Marriott in Jacksonville Beach. Election time is always a good time to look back at what has been accomplished and ahead at our coming challenges.

This year our focus has been on our community infrastructure. We have significantly improved our ability to withstand high water events and had our guard house and the buffer wall repaired and repainted. As we do the same to the pool house and mail center, they will be painted to match our more modern color palette. Near-future projects will include those buildings, the bridge rails and the nature trail boardwalk.

Our finances are looking as good as the rest of the community. New treasurer Glenn Amerson is overseeing an updating of our reserve study which will give us a more current, granular level of detail regarding the condition of our assets, both physical and financial.

It has been a pleasure to serve with this board. They are each as smart and fair-minded as they are passionate about serving our community. Special thanks to John Gillen who is stepping down after 2 years of board service.

I hope you will consider volunteering for whatever role or committee you think you'd like best. "Many hands make light work" as they say.

Bottom line- 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 16, 2025

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

Courtyard By Marriott Jacksonville Beach Oceanfront
The "Atlantic Room"
1617 North 1st St, 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 2025 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 2026 Budget (proposed Budget enclosed)
Adjourn

The SANCTUARY

Of Jacksonville Beach Homeowners' Association, Inc.

INSTRUCTIONS FOR COMPLETING ELECTION BALLOT

Balloting for the Board of Directors is secret. Eligible members of The Sanctuary of Jacksonville Beach Homeowners Association Inc. are entitled to vote on the day of the election October 16, 2025, by **returning the enclosed ballot to the Secretary of the Association by October 16, 2025.** An Association Member wishing to vote by using the enclosed ballot shall comply with the following instructions:

PLEASE NOTE: ONLY ONE BALLOT IS VALID PER LOT

1. Mark the ballot for the candidates of the voter's choice. Do not place any identifying marks such as the voter's name or unit number on the ballot.
2. Place the completed ballot in the "inner" envelope enclosed and seal the envelope securely. A separate envelope must be used for each marked ballot, if eligible.
3. Place the sealed plain envelope containing the marked ballot in the second envelope addressed to the **Association Secretary** and seal securely
4. Sign the envelope and identify the unit that the voter represents adjacent to the eligible voter's signature.
5. Return the envelope to the Secretary of the Association prior to the time for tabulating the ballots.

BALLOT

PLEASE NOTE: ONLY ONE BALLOT IS VALID PER LOT

The following have been nominated or submitted interest to serve on the Board of Directors of The Sanctuary of Jacksonville Beach Homeowners Association, Inc. There are three (3) vacancies on the Board of Directors and you may vote for up to two (3) individuals (listed alphabetically) by circling the name or placing the name of a candidate next to the space provided. A ballot voting for more than three (3) individuals will be disallowed.

1. McCall, Russell
2. Roof, Lynn
3. Scammon, Andrew
4. Write in Candidate _____
5. Write in Candidate _____
6. Write in Candidate _____



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 16, 2025
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 Courtyard By Marriott Jacksonville Beach Oceanfront, October 16, 2025 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 2, 2025, 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 _____, 2025.

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.

Russell McCall

Printed Name

1875 Mourning Dove Lane

Address

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

I care about my neighbors, and I am fiscally responsible.

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

No

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

I have more than 30 years of experience in the business world, including the management of multimillion dollar accounts.

Explain your availability for conducting HOA board business

I would be available to attend meetings either in person or on zoom.

Why are you interested in the position?

The Sanctuary is the most beautiful neighborhood in Jax Beach, and I would like to help keep it that way.

Number of years in the community?

30 years

The Sanctuary of Jacksonville Beach Homeowners Association, Inc.

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SELF NOMINATION FORM

I, Russell McCall, hereby place my name in nomination for the Board of Directors for The Sanctuary of Jacksonville Beach Homeowner's Association.

09/12/2025
Date

Russell McCall
Signature

Please note: Under the amended provisions of Chapter 720 of the Florida Statutes, you will not be eligible for board membership if any of the following apply:

- You are more than 90 days delinquent in the payment of any fee, fine, special or regular assessment due the association.
- You were convicted of a felony in Florida or convicted of an offense in another jurisdiction that would be considered a felony in Florida (unless your civil rights have been restored for at least five years).

By signing this form, you are stating that you are an owner of a home in the association and that you meet the requirements stated and are eligible to serve on the Board of Directors.

This form may be submitted by US mail, e-mail or fax.

The Sanctuary of Jacksonville Beach Homeowner's Association, Inc.
c/o Elim Services, Inc.

1941 Mayport Road
Atlantic Beach, FL 32233

Fax: (904) 212-2103 E-mail: Ashley@ElimServices.com

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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.

Lynn Root
Printed Name

3371 Whippoorwill Ct,
Address

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

Present Board Member

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

Board member since 2022

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

Explain your availability for conducting HOA board business

Why are you interested in the position?

Number of years in the community?

8

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.

Andrew Scammon

Printed Name

1316 Woodstork Ct.

Address

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

I would be a good steward of the Sanctuary's finances, property, and responsibilities.

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

Have been a member of the Sanctuary's HOA board since 2022.

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

I've held leadership positions in several volunteer organization including the USCG Auxiliary, Financial Planning Association, and the Estate Planning Council. I've also served on neighborhood associations and I'm a trained parliamentarian and have served as chief parliamentarian. I'm also the Sergeant at Arms for the Rotary Club of Jacksonville - Oceanside

Explain your availability for conducting HOA board business

I've demonstrated over the last three years that I will give sufficient time to the board to do the job.

Why are you interested in the position?

I'm not really interested in the position, I just don't want it to be held by someone with an ax to grind.

Number of years in the community?

Five

The Sanctuary of Jacksonville Beach Homeowners Association, Inc.

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



SELF NOMINATION FORM

I, Andrew Scammon, hereby place my name in nomination for the Board of Directors for The Sanctuary of Jacksonville Beach Homeowner's Association.

9/30/2025

Date

DocuSigned by:
Andrew Scammon
AA453A90387F45A
Signature

Please note: Under the amended provisions of Chapter 720 of the Florida Statutes, you will not be eligible for board membership if any of the following apply:

- You are more than 90 days delinquent in the payment of any fee, fine, special or regular assessment due the association.
- You were convicted of a felony in Florida or convicted of an offense in another jurisdiction that would be considered a felony in Florida (unless your civil rights have been restored for at least five years).

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1941 Mayport Road

Atlantic Beach, FL 32233

Fax: (904) 212-2103 E-mail: Ashley@ElimServices.com

The Sanctuary of Jacksonville Beach Homeowners Association, Inc. Proposed 2026 Budget (01/01/2026 - 12/31/2026) 221 Homes			
Income			
Account	2025 Forecast	2025 Budget \$195/month	2026 Proposed Budget No Increase
Total	\$524,215.00	\$517,140.00	\$517,140.00
Expenses			
Corporate Expenses	\$17,900.86	\$25,562.00	\$24,605.00
General & Administrative	\$28,477.44	\$29,177.44	\$28,577.44
Gate/Tennis Court/Pool	\$88,806.86	\$80,272.56	\$68,824.96
Landscape Expenses	\$108,170.00	\$84,200.00	\$102,285.60
Other Expenses	\$22,170.00	\$22,385.00	\$22,170.00
Utilities	\$27,542.00	\$32,750.00	\$27,884.00
Reserves Expense			
General Reserves	\$242,793.00	\$242,793.00	\$242,793.00
Total	\$535,860.16	\$517,140.00	\$517,140.00
Net Income	-\$11,645.16	\$0.00	\$0.00

Money Market Balance: \$ 638,133.34

