

**FIRST NOTICE OF DATE OF ANNUAL MEETING  
AND BOARD ELECTION OF  
HERITAGE POINTE MASTER ASSOCIATION, INC.  
AND PROCEDURE FOR QUALIFYING FOR BOARD**

**TO ALL MEMBERS:**

On Tuesday, March 19, 2019, at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers, Florida 33908, the Annual Meeting of the Association will be held for the purpose of electing directors, and such other business as may lawfully be conducted. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" that will specify the agenda and advise of other important information concerning the Annual Meeting.

The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and Election and to inform you of the process for qualifying for the Board. The Board has passed a Resolution authorizing electronic voting. Members who have consented to vote online will be able to vote electronically by following the online voting instructions provided herein.

**QUALIFYING FOR THE BOARD**

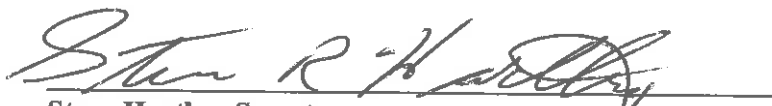
On or before Thursday, February 7, 2019, you must give written notice to the Association of your intent to run for the Board. It can be sent via hand-delivery to the Management Office, via mail addressed to the Association's mailing address: Sentry Management, Attn: Dee Wyatt, 6330 Techster Boulevard, Suite 1, Fort Myers, Florida 33966, via e-mail to: Dwyatt@sentrymgt.com, or via facsimile to: (239)277-0114. The enclosed "Notice of Intent to be a Candidate for the Board" may be used for that purpose.

You may submit an Information Sheet, on only 1 side of a page no larger than 8-1/2 inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association on or before Tuesday, February 12, 2019.

The ballots and timely submitted Information Sheets will be mailed to voting members, with the Second Notice of the Annual Meeting, not less than fourteen (14) days prior to the date of the Annual Meeting.

Dated: 1-7, 2019.

**BY ORDER OF THE BOARD OF DIRECTORS**

  
Steve Hartley, Secretary

**NOTICE OF INTENT TO BE  
A CANDIDATE FOR THE  
BOARD OF DIRECTORS OF  
HERITAGE POINTE MASTER ASSOCIATION, INC.**

I, (print name) \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors. I (circle one) am/am not enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

Date: \_\_\_\_\_, 2019.

Unit No.: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**PLEASE NOTE: UNDER THE AMENDED PROVISIONS OF THE CONDOMINIUM ACT, YOU WILL NOT BE ELIGIBLE FOR BOARD MEMBERSHIP IF ANY OF THE FOLLOWING APPLY:**

- I. IN A CONDOMINIUM WITH MORE THAN 10 UNITS, IF YOU AND A CO-OWNER OF YOUR UNIT WOULD SERVE ON THE BOARD AT THE SAME TIME, UNLESS YOU OWN MORE THAN ONE UNIT OR UNLESS THERE ARE NOT ENOUGH ELIGIBLE CANDIDATES TO FILL THE VACANCIES ON THE BOARD AT THE TIME OF THE VACANCY;**
- II. YOU WERE A DIRECTOR WHO WAS SUSPENDED OR REMOVED BY THE DIVISION AND SUCH SUSPENSION OR REMOVAL TIME PERIOD IS STILL IN EFFECT ON THURSDAY, FEBRUARY 7, 2019;**
- III. ON THURSDAY, FEBRUARY 7, 2019, YOU ARE DELINQUENT IN THE PAYMENT OF ANY MONETARY OBLIGATION OWED TO THE ASSOCIATION;**
- IV. 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 AS OF THURSDAY, FEBRUARY 7, 2019); AND/OR**
- V. YOU ARE A DIRECTOR CHARGED WITH A FELONY THEFT OR EMBEZZLEMENT OFFENSE INVOLVING THE ASSOCIATION'S FUNDS OR PROPERTY AND SUCH CRIMINAL CHARGE IS PENDING AS OF THURSDAY, FEBRUARY 7, 2019.**



Thank you for choosing BPBALLOT to cast your membership vote online!

Now that you have made this choice,  
let's go over a few steps to make your online voting process as easy as possible.

1. Please make sure your consent form is on file with the Association.
2. You must register online before you can vote. Please click the **Voter Registration** tab on the top of the BPBALLOT homepage at [www.bpballet.com](http://www.bpballet.com).
3. You must use the email address you provided in the consent to online voting form you provided to your association.
4. A unique PIN # will be emailed to you. You will be asked to create a password and to answer some security questions so your PIN # and Password can be emailed to you in the event you cannot remember them.
5. For security purposes, passwords must be a minimum of 8 characters. If your password is rejected, it is likely because it contains fewer than 8 characters.
6. Write down your PIN # and Password as you will need them later. If you forget them, please see #4 above.
7. Now that you have your PIN # in hand you can proceed to cast your vote. Please click on the **Cast Your Vote** tab on the BPBALLOT homepage and follow the instructions.
8. Type slowly.
9. Speak to your spouse or co-owner to determine which one of you is going to be casting the online vote. If both of you attempt to cast votes, one will be rejected.
10. Be sure to click on and review all the materials accompanying your online vote. If you are casting an online vote for an election of directors, your vote is final and irrevocable just as it is with the current paper balloting system. For non-election votes, your choice may be changed until balloting is closed.
11. After the vote is closed, you will be able to view the final vote tally online by clicking on the **Vote Results** tab on the top of the BPBALLOT homepage and you will receive an email receipt for your vote showing how you voted.
12. If you run into problems at any point during the online voting process, please contact BPBALLOT Customer Service line at 1-844-6BALLOT (622-5568.)



Watch our new introductory video to see for yourself how secure,  
simple and stress-free online voting can be for your community!

[www.bpballet.com/video](http://www.bpballet.com/video)

**To: Heritage Pointe Unit Owners**

**From: Board of Directors**

**Date: January 7, 2019**

**Re: 14 Day Notice for Rule Change**

The Board is recommending an additional rule covering the replacement of Water Shutoff Valves.

All plastic main water shut off valves must be replaced with a Brass Ball Valve. Owners who do not comply with this rule by the stated date will be subject to a Board recommendation of a fine.

The expected completion date will be 30 days after the Board approves the rule at the January 24, 2019 meeting. After February 22, The Board will make a recommendation to the Fining Committee to impose a fine on any owner who has not completed the change of the water valve.

The Fining Committee will then follow the rules stated in the established Fining Procedures.

Reminder: According to section 11.3g of the Declaration of Condominiums: All unit owners must assure that the contractors they hire are fully licensed to perform the work scheduled.