

## Heritage Pointe Master Association, Inc.

c/o Sentry Management, Inc.  
6330 Techster Blvd., Suite 1  
Fort Myers, FL 33966

2-21, 2018

Heritage Pointe Master Association, Inc.

**Re: Annual Membership Meeting**

Dear Members:

Enclosed you will find the materials for the upcoming Annual Membership Meeting, which is going to be held on March 20, 2018, at 10:00 a.m. The purpose of this letter is to briefly explain the items up for vote at the Annual Meeting. In addition to the election of the Board of Directors, the Members are also being asked to vote on a number of other matters.

### **Ballot/Proxy Item No. 1: Vote on Roof Project**

The first matter the Members are being asked to vote on is a vote to approve the Roof Project. As most of you are aware, the roofs on the buildings were damaged following Hurricane Irma, and the roofs will require replacement. After consulting with the Association's contractors, the Association has decided to change the roofs on the buildings from concrete tile to metal. In addition, the color of the roofs will also change. As such, the Association is asking for the Members to approve this change and to vote on the ultimate color of the roofs. Approval requires majority approval of those who vote in each Condominium, at the upcoming Annual Meeting, assuming a subquorum/class quorum for each Condominium is established.

### **Ballots/Proxy Item No. 2: Vote on Lakeside Trim Project**

The second vote is a vote to approve the Lakeside Trim Project and pay for this Project with painting reserves. This Project will involve adding additional stucco details to the lakesides of the buildings to match the other parts of the buildings. This Project is not anticipated to commence until there are sufficient funds in the painting reserves to pay for the project. Approval requires majority approval of those who vote in each Condominium, at the upcoming Annual Meeting, assuming a subquorum/class quorum for each Condominium is established.

### **Ballots/Proxy Item No. 3: Vote on Funding Activities**

The third vote involves a vote on whether the Association should continue to pay for certain activities as a Common Expense of the Association. Currently, all activities are paid for by the participants in the activities except for water aerobics, which is paid for as a Common Expense of the Association. Accordingly, the Association is asking the Members to vote on whether they wish to continue to fund water aerobics as a Common Expense of the Association or have only those Members that participate in water aerobics fund the activity.

[www.bplegal.com](http://www.bplegal.com) [care@bplegal.com](mailto:care@bplegal.com)

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Florida New Jersey New York Washington, DC

#### **Ballots/Proxy Item No. 4: Use of Reserve Funds for Insurance Payments**

Finally, the fourth vote is a vote on the use of reserve funds to pay for insurance premium during the upcoming fiscal year. If approved, the Association would “borrow” from the reserves to pay for the insurance premiums and then as funds are collected throughout the year, repay the reserves.

The Board is recommending that we, like many associations, “borrow” from ourselves, by permitting the use of reserves to pay insurance premiums, provided that the reserves are paid back. This vote requires a majority of those who vote at the meeting (assuming a quorum is present) and for property insurance premiums, requires a condominium-by-condominium vote, requiring the establishment of a “subquorum” (called “class quorum” in our Governing Documents) for each Condominium, and a majority of those who vote.

#### **Voting Instructions**

If you wish to attend the meeting and vote in person, ballots will be made available. If you wish to vote electronically please see the instructions regarding electronic voting which have been provide.

However, if you do not intend to utilize electronic voting, please vote by proxy. If you submit a proxy and wish to vote in person, for any reason, you would be permitted to withdraw your proxy before the meeting starts. Pre-addressed return envelopes are included for your use.

Please note that proxies should be executed as follows:

- If the Unit is owned by an individual, that person should sign.
- If the Unit is owned by more than one individual, any record Owner can sign, though we would prefer the signature of all record Owners.
- If the Unit is owned in trust, the trustee should sign. We would prefer trustee signatures to be in the following format: “John Doe, individually and as Trustee of the John Doe Trust dated January 1, 1999.”
- If the Unit is owned by a partnership, any general partner may sign the proxy. If there is more than one general partner, we would appreciate all general partners’ signatures.
- If the Unit is owned by a corporation, the proxy should be signed by the President or a duly authorized Vice-President.
- If the Unit is owned by a limited liability company, the proxy should be signed by a Manager of the LLC.

Heritage Pointe Master Association, Inc.

2-21, 2018

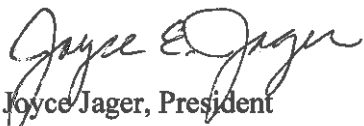
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The Association prefers that original, signed proxies be received before the meeting. Proxies may be sent as follows:

Sentry Management, Inc.  
c/o Dee Wyatt  
6330 Techster Blvd., #1  
Fort Myers, FL 33966-4793

The Board encourages and appreciates all of your participation and support.

Very truly yours,

  
Joyce Jager, President

Enclosures (as stated)

**SECOND  
NOTICE OF ANNUAL MEETING  
AND ELECTION OF DIRECTORS OF  
HERITAGE POINTE MASTER ASSOCIATION, INC.**

**TO ALL MEMBERS:**

On **Tuesday, March 20, 2018, 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. The Board has passed a Resolution authorizing electronic voting. Members who have consented to vote online will be able to do so by following the online voting instructions provided herein. The agenda for the Annual Meeting is:

1. Call to order by the President.
2. At the discretion of the President, appointment by the President of a chairman of the meeting (who need not be a Member or a director).
3. Appointment by the Chair of Inspectors of Elections.
2. Election of Directors.
3. Calling of the roll, certifying proxies, and determination of a quorum.
4. Proof of Notice of Meeting.
5. Reading and disposal of unapproved minutes.
6. Reports of Officers.
7. Reports of Committees.
8. Unfinished Business.
9. New Business.
  - (a) Vote on Members' Resolution Regarding Roof Project (copy attached)
  - (b) Vote on Members' Resolution Regarding Lake-side Trim Project and use of painting reserve funds (copy attached)
  - (c) Vote on Members' Resolution Regarding Association Payment for Activities (copy attached)
  - (d) Vote on Use of Reserve Funds for Insurance Premiums
10. Adjournment.

**At least one-third (1/3<sup>rd</sup>) of the Voting Interests of the Association (or at least one-third (1/3<sup>rd</sup>) of the Voting Interests of the Condominium, as appropriate)** of all Association Members (a "quorum") must be present, in person or by proxy, at the meeting, in order for the business to be conducted, excluding election of Directors. No quorum is necessary for the election of Directors; however, at least twenty (20%) percent of the eligible voters must cast a ballot in order to have a valid election. It is therefore **VERY IMPORTANT** that you either **attend** or **provide a proxy** or vote online in order to conduct business other than the election of Directors.

Enclosed with this Notice is a ballot for the election of Directors, as well as timely submitted Information Sheets, prepared by the candidates for the Board, who are solely responsible for their contents. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is not in a position to verify the accuracy of the information or statements contained therein and disclaims any responsibility for the information contained within the Information Statements.

ELECT/YES

Instructions for Marking and Returning Ballot for Directors. **FORGERY OF A BALLOT USED IN AN ELECTION IS A CRIME PUNISHABLE AS A THIRD DEGREE FELONY.**

1. The enclosed ballot lists all candidates who are qualified to run for the Board. There will be **three (3)** Directors elected. Please vote for no more than **three (3)** candidates by marking the ballot with an "X" on the box next to the candidate's name.
2. The ballot must be placed and sealed in the ballot envelope. The ballot envelope must then be placed and sealed in the envelope addressed to the Association and mailed to the Association's mailing address.
3. You must fill in the unit information on the outside of the envelope addressed to the Association and have an owner sign their/his/her name.
4. The ballot must be received by the Association no later than **Tuesday, March 20, 2018.**
5. If you are going to attend the Annual Meeting, you may cast your ballot at the meeting. Ballots will be available at the meeting.
6. Alternatively, if you have consented to online voting by providing a written consent to the Association you may vote online at [www.BPBALLOT.com](http://www.BPBALLOT.com) using the instructions included with notice of this meeting.

#### **VOTING BY PROXY**

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about **PROXIES**:

1. A **limited proxy** is for the purpose of appointing **another person** to vote for you as you specifically direct (except for non-substantive items) in the event that you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the unit. **Only Members or the spouse of a Member may be delegated to hold proxies, provided that the Board may designate agents of the Association (including but not limited to association legal counsel or the association manager) as an eligible proxy holder.** Please note that you cannot vote for Directors by proxy. If you intend to vote for Directors and do not attend the Annual Meeting, **you must vote by use of the enclosed Election Ballot.**
2. The proxy should be submitted to the Association **prior to the scheduled time of the meeting.** It can be hand-delivered, either by you or your proxy, electronically transmitted, or mailed to the Association: **c/o Sentry Management, Inc., Attn: Dee Wyatt, Manager, 6330 Techster Boulevard, #1, Fort Myers, Florida 33966.** It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.
3. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may **withdraw** your proxy when you register at the meeting.
4. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It may also be **assigned** (substituted) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unable to attend the meeting.

ELECT/YES

5. A **proxy form** is enclosed with this notice for your use, if needed. Alternatively, if you have consented to online voting by providing a written consent to the Association you may vote online at [www.BPBALLOT.com](http://www.BPBALLOT.com) using the instructions included with the notice of this meeting.

Again, please be sure to mail in your proxy, and your ballot or attend the Annual Meeting or vote online.

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Immediately following the Annual Meeting, the organizational meeting of the Board of Directors will be held for the purpose of electing officers of the Association and such other business as may lawfully be conducted.

The agenda for the Board Meeting is as follows:

- a. Certifying quorum – Call to Order.
- b. Proof of Notice of Meeting.
- c. New Business - 1). Elect Officers.
- d. Adjournment.

Dated: 2-21-, 2018.

**BY ORDER OF THE BOARD OF DIRECTORS**

  
\_\_\_\_\_  
Mary Jo Card, Secretary

ELECT/YES

**MEMBERS' RESOLUTION REGARDING  
ROOF PROJECT**

**HERITAGE PONTE MASTER ASSOCIATION, INC.**

WHEREAS, Article 8.1 of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Heritage Pointe (the "Master Declaration") provides as follows:

8.1 Maintenance and Alteration. The Master Association is responsible for the maintenance, repair, replacement, insurance, protection and control of all Common Areas in accordance with all applicable laws, and shall keep the same in good, safe, clean, attractive and sanitary condition, and in good working order at all times. There shall be no material alterations of or substantial additions to the Community Common Areas costing more than \$100,000 in the aggregate during any fiscal year unless first approved by a majority of the voting interests of the members of the Master Association; and there shall be no material alteration of or substantial additions to the Common Areas costing more than \$300,000 in the aggregate during any fiscal year unless first approved by a majority of the voting interests of the members. However, if work that is reasonably necessary to meet the Master Association's obligations under the first sentence of this Section 8.1 also constitutes a material alteration or substantial addition, no prior membership approval is required; and

WHEREAS, Article 11.6 of the Declarations of Condominium for Terrace 1-VI at Heritage Pointe (the "Condominium Declarations") provides as follows:

11.6 Alterations and Additions to Common Elements and Association Property. There shall be no material alterations or substantial additions to the Common Areas of Heritage Pointe, except as authorized by the Board of Directors. Provided, however, that if any such alteration or addition requires the expenditure of more than \$10,000 in the aggregate in any calendar year in which the work is authorized, the Board shall obtain approval of at least a majority of the Voting Interests of the Association present, in person or by proxy and voting at a duly noticed meeting of the Association at which a quorum has been established. Material alterations or substantial additions to the Common Elements of individual Condominiums shall be authorized as follows: the Board of Directors may authorize any alteration or addition which does not exceed \$10,000 in the aggregate in any calendar year for the Condominium for which the alteration or addition is proposed. Any material alteration of or substantial addition to the Common Elements of a Condominium exceeding that amount shall be approved by at least a majority of the Voting Interests of the Condominium present, in person or by proxy, and voting at a duly noticed meeting of the Members in that Condominium at which a class quorum has been established. Necessary maintenance of the

Common Elements or Common Areas of Heritage Pointe, regardless of the level of expenditure, is the responsibility of the Board of Directors; and

WHEREAS, the roofs of the eleven (11) Condominium Buildings, as well as the Clubhouse and guardhouse, were damaged during Hurricane Irma and require replacement; and

WHEREAS, the roofs are currently concrete tile and the Association has been advised that the tile is not currently available, as such the Association is planning to replace the concrete tile roofs with metal roofs on all of the buildings within the Community, including all of the Condominium Buildings and the Common Area buildings of the Association (collectively the “Roof Project”); and

WHEREAS, the anticipated costs of the Roof Project is approximately \$2.2 Million, and will be funded through insurance proceeds and reserves. It has not yet been determined if a special assessment will be necessary; and

WHEREAS, the Board of Directors wishes to obtain a vote of the Unit Owners pursuant to Article 8.1 of the Master Declaration and Article 11.6 of the Condominium Declarations, approving the Roof Project to replace the current concrete tile roofs with metal roofs; and

WHEREAS, the Architectural Review Committee has proposed, and the Board has accepted, a plan to install metal roofs on the buildings within the Community and has proposed two color options for the roofs as follows:

**Color Option One:** Gray metal roofs that match the main building color.

or

**Color Option Two:** Darker gray metal roofs that match the building’s column color.

WHEREAS, if the installation of the metal roofs are approved, the Board of Directors wishes to obtain a vote of the Unit Owners regarding which color of metal roof to proceed with, this vote is not pursuant to the Condominium Documents and is advisory in nature, however, the Board of Directors intends to implement the color approved by the most Unit Owners.

NOW THEREFORE, in consideration of the foregoing premises, the Members have adopted the following resolution.

1. The above recitations are true and correct and incorporated into this Resolution.
2. By adoption of this Resolution, the Association Members authorize the Board of Directors, without further membership action, to take such action as the Board deems necessary to implement the Roof Project, as approved, including, but not limited to:



fits; finishes; color schemes; and the like. The Board shall further have the authority to execute contracts for the work and take all other actions as are appropriate to implement the Roof Project.

This Resolution was adopted at the Annual Members' Meeting of the Association held March 20, 2018. There were \_\_\_\_\_ votes in favor and \_\_\_\_\_ opposed.

There were \_\_\_\_\_ votes in favor of Color Option One and \_\_\_\_\_ votes in favor of Color Option Two.

HERITAGE POINTE MASTER ASSOCIATION,  
INC.

BY: \_\_\_\_\_  
\_\_\_\_\_, President

Date: \_\_\_\_\_

(CORPORATE SEAL)

ACTIVE: 10574798\_2

**MEMBERS' RESOLUTION REGARDING  
LAKE-SIDE TRIM PROJECT**

**HERITAGE PONTE MASTER ASSOCIATION, INC.**

WHEREAS, Article 8.1 of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Heritage Pointe (the "Master Declaration") provides as follows:

8.1 Maintenance and Alteration. The Master Association is responsible for the maintenance, repair, replacement, insurance, protection and control of all Common Areas in accordance with all applicable laws, and shall keep the same in good, safe, clean, attractive and sanitary condition, and in good working order at all times. There shall be no material alterations of or substantial additions to the Community Common Areas costing more than \$100,000 in the aggregate during any fiscal year unless first approved by a majority of the voting interests of the members of the Master Association; and there shall be no material alteration of or substantial additions to the Common Areas costing more than \$300,000 in the aggregate during any fiscal year unless first approved by a majority of the voting interests of the members. However, if work that is reasonably necessary to meet the Master Association's obligations under the first sentence of this Section 8.1 also constitutes a material alteration or substantial addition, no prior membership approval is required; and

WHEREAS, Article 11.6 of the Declarations of Condominium for Terrace I-VI at Heritage Pointe (the "Condominium Declarations") provides as follows:

11.6 Alterations and Additions to Common Elements and Association Property. There shall be no material alterations or substantial additions to the Common Areas of Heritage Pointe, except as authorized by the Board of Directors. Provided, however, that if any such alteration or addition requires the expenditure of more than \$10,000 in the aggregate in any calendar year in which the work is authorized, the Board shall obtain approval of at least a majority of the Voting Interests of the Association present, in person or by proxy and voting at a duly noticed meeting of the Association at which a quorum has been established. Material alterations or substantial additions to the Common Elements of individual Condominiums shall be authorized as follows: the Board of Directors may authorize any alteration or addition which does not exceed \$10,000 in the aggregate in any calendar year for the Condominium for which the alteration or addition is proposed. Any material alteration of or substantial addition to the Common Elements of a Condominium exceeding that amount shall be approved by at least a majority of the Voting Interests of the Condominium present, in person or by proxy, and voting at a duly noticed meeting of the Members in that Condominium at which a class quorum has been established. Necessary maintenance of the

Common Elements or Common Areas of Heritage Pointe, regardless of the level of expenditure, is the responsibility of the Board of Directors; and

WHEREAS the Association is planning to install additional stucco accents to match the other portions of the Buildings (collectively the "Lake-side Trim Project"); and

WHEREAS, the estimated cost of the project is \$60,500.00 (which represents \$158.00 per Unit), however, the cost of the project is expected to be paid out of painting reserve funds and will not be commenced until all funds are available (no special assessment is expected to be necessary); and

WHEREAS, the Board of Directors wishes to obtain a vote of the Unit Owners pursuant to Article 8.1 of the Master Declaration and Article 11.6 of the Condominium Declarations, approving the Lake-side Trim Project, and authorizing the use of the painting reserve funds for same.

NOW THEREFORE, in consideration of the foregoing premises, the Members have adopted the following resolution.

1. The above recitations are true and correct and incorporated into this Resolution.
2. The Board will seek approval of the Lake-side Trim Project.
3. By adoption of this Resolution, the Association Members authorize the Board of Directors, without further membership action, to take such action as the Board deems necessary to implement the Lake-side Trim Project, as approved, including, but not limited to: fits; finishes; color schemes; and the like. The Board shall further have the authority to execute contracts for the work and take all other actions as are appropriate to implement the Lake-side Trim Project, including the use of the painting reserve to fund same.

This Resolution was adopted at the Annual Members' Meeting of the Association held March 20, 2018. There were \_\_\_\_\_ votes in favor and \_\_\_\_\_ opposed.

HERITAGE POINTE MASTER ASSOCIATION,  
INC.

BY: \_\_\_\_\_  
\_\_\_\_\_, President

Date: \_\_\_\_\_

(CORPORATE SEAL)

**MEMBERS' RESOLUTION REGARDING  
ASSOCIATION PAYMENT FOR ACTIVITIES**

**HERITAGE PONTE MASTER ASSOCIATION, INC.**

WHEREAS, Article 3 of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Heritage Pointe (the "Master Declaration") provides as follows:

**3. THE ASSOCIATION'S PURPOSES AND POWERS.** The primary purposes of the Association are to hold title to, operate and maintain the Common Areas of Heritage Pointe; to manage and operate the six (6) Terrace at Heritage Pointe Condominiums; to enforce restrictive covenants applicable to the Community; to provide architectural and aesthetic control; and to take such other action as the Association is authorized or required to take with regard to the Community pursuant to the Governing Documents and the Condominium Documents. The Association shall operate, insure, maintain and repair Common Areas, regardless of whether legal right to that property has been formally conveyed to the Master Association and the various Condominium Properties, as set forth in the Declaration of Condominiums ;and

WHEREAS, Article 9.2(A) of the Master Declaration provides as follows:

**9. ASSESSMENTS.**

...

**9.2 Purposes of Assessments:**

(A) To promote the recreation, health, safety, and welfare of the owners and residents of the Community; and

WHEREAS, currently all classes and other similar activities enjoyed by the Members and their Tenants and Guests, other than water aerobics, are paid for by the individual participates; and

WHEREAS, at this time the Association, as a Common Expense of the Association (all Unit Owners), pays for the cost of the water aerobics class, including the fees paid to the instructor; and

WHEREAS, the Board of Directors wishes to obtain a vote of the Unit Owners confirming the Members desire to continue to have the Association pay for cost of the water aerobics class as a Common Expense of the Association. In the event this Resolution is not approved by a majority of the Unit Owners voting in person or by proxy at the Annual Meeting, the Board of Directors will remove the cost of the water aerobics class from future budgets.

NOW THEREFORE, in consideration of the foregoing premises, the Members have adopted the following resolution.

1. The above recitations are true and correct and incorporated into this Resolution.

2. By adoption of this Resolution, the Association Members confirm their agreement that the Board of Directors, continue to pay for the cost of the water aerobics class as a Common Expense of the Association. However, the Board of Directors will have the authority to determine the reasonable expense to be paid for the water aerobics class and may cap such expenses on an annual basis.

This Resolution was adopted at the Annual Members' Meeting of the Association held March 20, 2018. There were \_\_\_\_\_ votes in favor and \_\_\_\_\_ opposed.

HERITAGE POINTE MASTER ASSOCIATION,  
INC.

BY: \_\_\_\_\_  
\_\_\_\_\_, President

Date: \_\_\_\_\_

(CORPORATE SEAL)

ACTIVE: 10576381\_1

**LIMITED PROXY/BALLOT**

The undersigned, owner(s) or Voting Member of Unit No. \_\_\_\_\_ in **Terrace I at Heritage Pointe, A Condominium** appoints (Check one)

\_\_\_\_\_ a) **Mary Jo Card, Secretary** of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Heritage Pointe Master Association, Inc. to be held Tuesday, March 20, 2018 at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers Florida 33908**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my ballot. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder’s authority is limited as indicated below:

GENERAL POWERS: By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required (i.e., parliamentary procedure). You can choose not to grant such general powers by checking the box below:

\_\_\_\_\_ I **do not** grant general powers to my proxyholder.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should the Members approve the Roof Project, as set forth in the attached Resolution?

YES  NO

ADVISORY VOTE TO THE BOARD: as set forth in the Resolution, there are two color options for the roofs. Please choose one of the below options. If the Member vote to proceed with the change to the metal roofs, the Board of Directors intends to implement the color approved by the most Unit Owners.

**Color Option One**: Gray metal roofs that match the main building color.

**Color Option Two**: Darker gray metal roofs that match the building’s column color.

2. Should the Members approve the Lake-side Trim Project, as set forth in the attached Resolution, including the use of the painting reserve funds?

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES  NO

3. Should the Members approve the Association Payment for Activities, as set forth in the attached Resolution?

YES  NO

**Terrace I at Heritage Pointe, A Condominium**

4. Should the Members authorize the Board to use existing reserve funds and interest thereon or those collected during the fiscal year **01/01/2019 – 12/31/2019** for payment of insurance premiums, when deemed necessary or appropriate by the Board of Directors, provided that the sums borrowed are paid back to the reserve account within ten (10) months? Specifically, is the Board authorized during the fiscal year **01/01/2019 - 12/31/2019** to use reserves in the Condominium budget (funds segregated for items of capital expenditure or deferred maintenance, regardless of whether or not such funds constitutes “statutory” or “non-statutory” reserves) for payment of insurance premiums of the Condominium, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? Is the Board further authorized during the fiscal year **01/01/2019 - 12/31/2019** to use to use reserves in the Association budget for payment of insurance premiums of the Association, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? (The Board recommends voting “In Favor”.)

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES

NO

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

\*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, is an appointment of the Secretary of the Association as your proxyholder.

**DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.**

**SUBSTITUTION OF PROXY**

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

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
**PROXYHOLDER**

THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

**LIMITED PROXY/BALLOT**

The undersigned, owner(s) or Voting Member of Unit No. \_\_\_\_\_ in **Terrace II at Heritage Pointe, A Condominium** appoints (Check one)

\_\_\_\_\_ a) **Mary Jo Card, Secretary** of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Heritage Pointe Master Association, Inc. to be held Tuesday, March 20, 2018 at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers Florida 33908**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my ballot. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder’s authority is limited as indicated below:

GENERAL POWERS: By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required (i.e., parliamentary procedure). You can choose not to grant such general powers by checking the box below:

\_\_\_\_\_ I **do not** grant general powers to my proxyholder.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should the Members approve the Roof Project, as set forth in the attached Resolution?

YES  NO

ADVISORY VOTE TO THE BOARD: as set forth in the Resolution, there are two color options for the roofs. Please choose one of the below options. If the Member vote to proceed with the change to the metal roofs, the Board of Directors intends to implement the color approved by the most Unit Owners.

**Color Option One**: Gray metal roofs that match the main building color.

**Color Option Two**: Darker gray metal roofs that match the building’s column color.

2. Should the Members approve the Lake-side Trim Project, as set forth in the attached Resolution, including the use of the painting reserve funds?

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES  NO

3. Should the Members approve the Association Payment for Activities, as set forth in the attached Resolution?

YES  NO

**Terrace II at Heritage Pointe, A Condominium**



4. Should the Members authorize the Board to use existing reserve funds and interest thereon or those collected during the fiscal year **01/01/2019 – 12/31/2019** for payment of insurance premiums, when deemed necessary or appropriate by the Board of Directors, provided that the sums borrowed are paid back to the reserve account within ten (10) months? Specifically, is the Board authorized during the fiscal year **01/01/2019 - 12/31/2019** to use reserves in the Condominium budget (funds segregated for items of capital expenditure or deferred maintenance, regardless of whether or not such funds constitutes “statutory” or “non-statutory” reserves) for payment of insurance premiums of the Condominium, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? Is the Board further authorized during the fiscal year **01/01/2019 - 12/31/2019** to use to use reserves in the Association budget for payment of insurance premiums of the Association, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? (The Board recommends voting “In Favor”.)

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES  NO

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
\_\_\_\_\_  
SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

\*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, is an appointment of the Secretary of the Association as your proxyholder.

**DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.**

**SUBSTITUTION OF PROXY**

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

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
**PROXYHOLDER**

THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

**LIMITED PROXY/BALLOT**

The undersigned, owner(s) or Voting Member of Unit No. \_\_\_\_\_ in **Terrace III at Heritage Pointe, A Condominium** appoints (Check one)

\_\_\_\_\_ a) **Mary Jo Card, Secretary** of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Heritage Pointe Master Association, Inc. to be held Tuesday, March 20, 2018 at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers Florida 33908**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my ballot. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder’s authority is limited as indicated below:

GENERAL POWERS: By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required (i.e., parliamentary procedure). You can choose not to grant such general powers by checking the box below:

\_\_\_\_\_ I **do not** grant general powers to my proxyholder.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should the Members approve the Roof Project, as set forth in the attached Resolution?

YES  NO

ADVISORY VOTE TO THE BOARD: as set forth in the Resolution, there are two color options for the roofs. Please choose one of the below options. If the Member vote to proceed with the change to the metal roofs, the Board of Directors intends to implement the color approved by the most Unit Owners.

**Color Option One**: Gray metal roofs that match the main building color.

**Color Option Two**: Darker gray metal roofs that match the building’s column color.

2. Should the Members approve the Lake-side Trim Project, as set forth in the attached Resolution, including the use of the painting reserve funds?

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES  NO

3. Should the Members approve the Association Payment for Activities, as set forth in the attached Resolution?

YES  NO

**Terrace III at Heritage Pointe, A Condominium**

4. Should the Members authorize the Board to use existing reserve funds and interest thereon or those collected during the fiscal year **01/01/2019 – 12/31/2019** for payment of insurance premiums, when deemed necessary or appropriate by the Board of Directors, provided that the sums borrowed are paid back to the reserve account within ten (10) months? Specifically, is the Board authorized during the fiscal year **01/01/2019 - 12/31/2019** to use reserves in the Condominium budget (funds segregated for items of capital expenditure or deferred maintenance, regardless of whether or not such funds constitutes “statutory” or “non-statutory” reserves) for payment of insurance premiums of the Condominium, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? Is the Board further authorized during the fiscal year **01/01/2019 - 12/31/2019** to use to use reserves in the Association budget for payment of insurance premiums of the Association, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? (The Board recommends voting “In Favor”.)

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES  NO

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
 \_\_\_\_\_  
 SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

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**DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxyholder if they wish to appoint a substitute proxyholder.**

**SUBSTITUTION OF PROXY**

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

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
**PROXYHOLDER**

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**LIMITED PROXY/BALLOT**

The undersigned, owner(s) or Voting Member of Unit No. \_\_\_\_\_ in **Terrace IV at Heritage Pointe, A Condominium** appoints (Check one)

\_\_\_\_\_ a) **Mary Jo Card, Secretary** of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Heritage Pointe Master Association, Inc. to be held Tuesday, March 20, 2018 at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers Florida 33908**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my ballot. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder’s authority is limited as indicated below:

GENERAL POWERS: By signing this proxy, your proxyholder automatically has general powers to vote on other issues that might come up at the meeting for which a limited proxy is not required (i.e., parliamentary procedure). You can choose not to grant such general powers by checking the box below:

\_\_\_\_\_ I **do not** grant general powers to my proxyholder.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should the Members approve the Roof Project, as set forth in the attached Resolution?  
 YES  NO

ADVISORY VOTE TO THE BOARD: as set forth in the Resolution, there are two color options for the roofs. Please choose one of the below options. If the Member vote to proceed with the change to the metal roofs, the Board of Directors intends to implement the color approved by the most Unit Owners.

- Color Option One**: Gray metal roofs that match the main building color.  
 **Color Option Two**: Darker gray metal roofs that match the building’s column color.

2. Should the Members approve the Lake-side Trim Project, as set forth in the attached Resolution, including the use of the painting reserve funds?

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

- YES  NO

3. Should the Members approve the Association Payment for Activities, as set forth in the attached Resolution?

- YES  NO

**Terrace IV at Heritage Pointe, A Condominium**

4. Should the Members authorize the Board to use existing reserve funds and interest thereon or those collected during the fiscal year **01/01/2019 – 12/31/2019** for payment of insurance premiums, when deemed necessary or appropriate by the Board of Directors, provided that the sums borrowed are paid back to the reserve account within ten (10) months? Specifically, is the Board authorized during the fiscal year **01/01/2019 - 12/31/2019** to use reserves in the Condominium budget (funds segregated for items of capital expenditure or deferred maintenance, regardless of whether or not such funds constitutes “statutory” or “non-statutory” reserves) for payment of insurance premiums of the Condominium, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? Is the Board further authorized during the fiscal year **01/01/2019 - 12/31/2019** to use to use reserves in the Association budget for payment of insurance premiums of the Association, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? (The Board recommends voting “In Favor”.)

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES  NO

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
 \_\_\_\_\_  
 SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

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**SUBSTITUTION OF PROXY**

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

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
**PROXYHOLDER**

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**LIMITED PROXY/BALLOT**

The undersigned, owner(s) or Voting Member of Unit No. \_\_\_\_\_ in **Terrace V at Heritage Pointe, A Condominium** appoints (Check one)

\_\_\_\_\_ a) **Mary Jo Card, Secretary** of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Heritage Pointe Master Association, Inc. to be held Tuesday, March 20, 2018 at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers Florida 33908**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my ballot. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder's authority is limited as indicated below:

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\_\_\_\_\_ I **do not** grant general powers to my proxyholder.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Should the Members approve the Roof Project, as set forth in the attached Resolution?

YES

NO

ADVISORY VOTE TO THE BOARD: as set forth in the Resolution, there are two color options for the roofs. Please choose one of the below options. If the Member vote to proceed with the change to the metal roofs, the Board of Directors intends to implement the color approved by the most Unit Owners.

**Color Option One**: Gray metal roofs that match the main building color.

**Color Option Two**: Darker gray metal roofs that match the building's column color.

2. Should the Members approve the Lake-side Trim Project, as set forth in the attached Resolution, including the use of the painting reserve funds?

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES

NO

3. Should the Members approve the Association Payment for Activities, as set forth in the attached Resolution?

YES

NO

**Terrace V at Heritage Pointe, A Condominium**

4. Should the Members authorize the Board to use existing reserve funds and interest thereon or those collected during the fiscal year **01/01/2019 – 12/31/2019** for payment of insurance premiums, when deemed necessary or appropriate by the Board of Directors, provided that the sums borrowed are paid back to the reserve account within ten (10) months? Specifically, is the Board authorized during the fiscal year **01/01/2019 - 12/31/2019** to use reserves in the Condominium budget (funds segregated for items of capital expenditure or deferred maintenance, regardless of whether or not such funds constitutes “statutory” or “non-statutory” reserves) for payment of insurance premiums of the Condominium, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? Is the Board further authorized during the fiscal year **01/01/2019 - 12/31/2019** to use to use reserves in the Association budget for payment of insurance premiums of the Association, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? (The Board recommends voting “In Favor”.)

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YES  NO

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
 \_\_\_\_\_  
 SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

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**SUBSTITUTION OF PROXY**

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Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
**PROXYHOLDER**

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**LIMITED PROXY/BALLOT**

The undersigned, owner(s) or Voting Member of Unit No. \_\_\_\_\_ in **Terrace VI at Heritage Pointe, A Condominium** appoints (Check one)

\_\_\_\_\_ a) **Mary Jo Card, Secretary** of the Association, on behalf of the Board of Directors, or  
\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder\*, with power of substitution, to attend the meeting of the members of **Heritage Pointe Master Association, Inc. to be held Tuesday, March 20, 2018 at 10:00 AM, in 9010 Pointe Club Drive, Fort Myers Florida 33908**, and any adjournment/recess thereof. In the event I attend the meeting in person, this will act as my ballot. The proxyholder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder’s authority is limited as indicated below:

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1. Should the Members approve the Roof Project, as set forth in the attached Resolution?  
 YES  NO

ADVISORY VOTE TO THE BOARD: as set forth in the Resolution, there are two color options for the roofs. Please choose one of the below options. If the Member vote to proceed with the change to the metal roofs, the Board of Directors intends to implement the color approved by the most Unit Owners.

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- YES  NO

3. Should the Members approve the Association Payment for Activities, as set forth in the attached Resolution?

- YES  NO

**Terrace VI at Heritage Pointe, A Condominium**



4. Should the Members authorize the Board to use existing reserve funds and interest thereon or those collected during the fiscal year **01/01/2019 – 12/31/2019** for payment of insurance premiums, when deemed necessary or appropriate by the Board of Directors, provided that the sums borrowed are paid back to the reserve account within ten (10) months? Specifically, is the Board authorized during the fiscal year **01/01/2019 - 12/31/2019** to use reserves in the Condominium budget (funds segregated for items of capital expenditure or deferred maintenance, regardless of whether or not such funds constitutes “statutory” or “non-statutory” reserves) for payment of insurance premiums of the Condominium, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? Is the Board further authorized during the fiscal year **01/01/2019 - 12/31/2019** to use to use reserves in the Association budget for payment of insurance premiums of the Association, as deemed appropriate by the Board, provided that no reserve funds can be used for payment of insurance premiums without being specifically approved by the Board of Directors at a duly noticed meeting thereof, and any sums borrowed are paid back to the reserve account within ten (10) months? (The Board recommends voting “In Favor”.)

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

YES

NO

Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
SIGNATURE(S) OF OWNER(S) OR VOTING MEMBER

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**SUBSTITUTION OF PROXY**

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Dated: \_\_\_\_\_, 2018.

\_\_\_\_\_  
**PROXYHOLDER**

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**HERITAGE POINTE MASTER ASSOCIATION, INC.**

**BALLOT FOR ELECTING DIRECTORS**

**TUESDAY, MARCH 20, 2018**

**10:00 AM**

The following (in alphabetical order) have had their names placed into nomination. Vote for no more than **three (3)** candidates. **If you vote for more than three (3) candidates, your ballot will be invalid.**

Char Creech

Steve Hartley

Joyce Jager

Gunilla Nilsson

Sandy Spak

## Char Creech

Ken and I are natives of Cincinnati, Ohio, married 48 years with two daughters and six grandchildren.

We began renting at Heritage Pointe in 2010, purchased in 2014, and in 2017 became full-time residents here.

I have 45 years experience in administrative support, office management and supervision in the manufacturing, retail, insurance and banking industries.

I have contributed to Heritage Pointe through volunteer work including weekend pool & spa readings, Irma cleanup, and the activities committee.

I believe we all must work together to keep Heritage Pointe a friendly, active and well-managed community.

I would greatly appreciate the opportunity to serve as a member of our board, and thank you for your consideration.

Steven Hartley

Unit 716

I'm a Illinoisan who still has ties to the state. I've been married to my wife Cathy for nearly 47 years. We have one son and two granddaughters who are in their late teens. I'm a Vietnam era vet who spent 4 years as a Seabee In the US Navy. Once honorably discharged, I went to work for Caterpillar Inc retiring 5 years ago after 40 years service. My wife and I have done a considerable amount of traveling over the years experiencing many countries outside of the US. Loving warm weather we started looking for a retirement home 7 years ago. We found Heritage point and purchased a unit in November of 2011.

During my years at Caterpillar, most of my time was spent in manufacturing. The last 5 years as a section manager in charge of 35 employees and a internal business with a \$ 3.5 million yearly budget.

When my son was involved with sports, I severed on several youth sports boards.

I'm presently a AARP volunteer liaison. I teach several tech classes including smart phone/tablets, and digital photography I also teach 50+ financing and DIY project classes. I enjoy helping people keep up with today's technology and advancing their knowledge of other important issue for seniors. I excel in communication skills especially when it comes to addressing groups of people.

I'm running for a position on the Heritage Pointe board a directors. Owning property in this area has been a life long dream for me. For 6 years I have watched the changes that have taken place at Heritage Pointe. I feel now is the time to stop watching and become part of this hard working board of directors. By doing so, I can help keep Heritage Pointe's community one of the best in the area. As a board member, I feel communication is the key to being successful. If you are looking for a board member that will bring good communication skills along with new thoughts and energy to the board, I'm your candidate! I would appreciate your vote in the upcoming elections.

Thank you

A handwritten signature in cursive script that reads "Steven Hartley". The signature is written in black ink and is positioned below the typed name.



## CANDIDATE INFORMATION SHEET

Heritage Pointe Master Association

**JOYCE E. JAGER**

16675 Lake Circle Drive, Unit 932

Ft. Myers, Fl. 33908

I am an original owner in building 9 and spend about eight months each year enjoying my Florida home. I have been retired from the Chicago Public School since 2007, where I served as a Physical Education teacher in both elementary and high schools, a high school Guidance counselor and as Principal of Eberhart Elementary School. My husband, Joe and I were looking at various communities to purchase a condo in 2003. After he died, I decided to continue the search and purchased here at Heritage Pointe.

As Principal of Eberhart, I was involved in the planning and the construction of a 35 room addition to our original building. I attended weekly construction meetings and learned a lot of what has to be done during each phase of the construction process to ensure that deadlines were met.

I was directly involved in the budget preparation and allocation of funds for all programs of the school, including staffing of teachers, aides, lunchroom and janitorial personnel. All supplies and books were also included in the budgeting process.

I am the current President of the Heritage Pointe Board and have also served as Vice President, Secretary and Board member in charge of activities and gates, parking and roads. The biggest project I had to supervise was the seal coating of the roads, until this year. Hurricane Irma has been a huge undertaking. As the only Board member on site when Irma hit, I initiated our emergency plan. With the owners who decided to stay we secured the property; opening and tying the gates to the security posts, turning the elevators off and storing them on the top floor to avoid flooding. We moved computers off of the floors in the office and covered with plastic in case of roof leaks. We took a count of the number of people staying and where in the complex they were located. With our Cam, Dee Wyatt, we contacted our vendors to get placed on the list for services as soon as the storm was over. Chuck Kern, our treasurer, called our insurance company to initiate our claim for damages.

I continued to supervise the cleanup activities, organizing volunteers to help with the initial cleanup and contacting Lee County to get the road cleared behind building 5. Because of our early calls to vendors, they were quick to respond to begin the cleanup of debris in the community. This process is still going on.

I am now working with the Board to move to the next phase, repair of the roofs and carports. We have received notice that all roofs need to be replaced. We have contacted our lawyers, and will be selecting an engineer for preparation of the bid specs for the new roofs.

I have enjoyed my time on the Board, and I would like to have the opportunity to continue to serve you again and complete the projects started due to Irma. If elected, I will continue to work with the Board members to keep Heritage Pointe a great place to live.

## Gunilla Nilsson

As a full-time resident of Heritage Pointe I have chosen to run for a position on the Board of Directors.

I lived most of my life in the Chicago area where my husband and I owned and managed a Volvo automobile business. We first bought in the Fort Myers Beach area as snowbirds, and after selling our business became full-time Florida residents.

As one of the first owners at Heritage Pointe, and being a member of the first board of directors, I chose not to run for a position for the last four years. However, now I feel that my time as a full-time resident over the years has provided me with much knowledge which I wish to use in the operation of this community which is much needed as Heritage Pointe ages. I have first hand knowledge the construction and development here which is important in understanding the problems that are arising now and in the coming years.

I have been involved in every aspect of operation such as:

- Setting up the original office and file system at Heritage Pointe.

- Governing parking, transfer fees, and parking lot problems,

- Director in charge of all eleven buildings plus clubhouse, consisting of maintenance, cleaning, painting, elevator operation, and lighting

- Pool

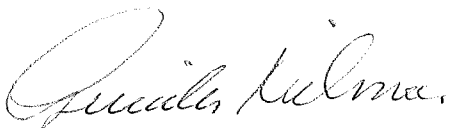
- Assisting in the landscaping, lake, and irrigation

I have worked behind the scenes whenever assistance is needed, and was instrumental in getting volunteers to help with cleanup immediately after the recent hurricane.

As a board member it will give me the opportunity to impart my ideas, knowledge, and recommendations for operations for Heritage Pointe in the coming years.

I would appreciate your vote.

GUNILLA NILSSON



2-6-18

## **Saundra L. Spak**

As a full-time resident of Heritage Pointe, I have chosen to be a candidate for a position on the Heritage Pointe Board of Directors.

My husband and I were upstate New York residents for many years before purchasing here at Heritage Pointe. Being full time allows my availability during the summer months which is most helpful to this community. I have served on the Board for the last two years, and I feel that my performance and experiences continue to qualify me to serve in this position.

I have been involved in the business world since college, holding several responsible positions in upstate New York. For 20 years I served as CEO of a real estate development and property management corporation that managed seven individual companies and buildings. I negotiated all commercial leases and contracts, which included local and national corporations; was overseer of all construction and renovation projects of buildings; was involved in financials and budgeting working with accountants; and prided myself on being a successful administrator that was fair and open with my employees. Upon retiring, I opened a very successful upscale consignment business which I later sold; after which I was a residential real estate broker up until my final retirement.

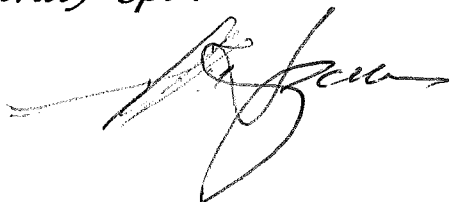
During those years in New York I have served on the Boards of Big Brothers Big Sisters, Kingston Hospital Foundation, and Kingston Hospital Auxiliary. I have also served 4 years as president of the local Zonta International (executive business woman's organization).

Here at Heritage Pointe I have served three years as chairman of the ARC committee which gave me an excellent overview of this complex and its owners. The last two years on the Board I have been director in charge of landscaping, irrigation, and our lake. A few of my accomplishments during that time: negotiating a new 3-year landscaping contract, also meeting with the landscapers on a weekly basis; planning new and replacement plantings with an eye toward a more colorful property; gaining more native plants and less invasives; initiated articles in our monthly newsletter specifically about these subjects and how they relate to us; began a lake enhancement program involving supplying water samples for testing to Lee County; and overseeing lake levels, fountains, and irrigation.

I hope to continue my work on the Board so that I may express my knowledge and ideas to improve our tasks as we go forward.

I thank you for your vote.

*Sandy Spak*



2/6/15