Annual Election – Questions and Answers
The Sanctuary at Bay Hill Condominium Association, Inc.
December 17, 2026
No Proxy's or Ballots will be Received After 6:00PM

In response to helping homeowners understand the Election Process, as outlined in FL Statute 718 (Refer to end of document for FL Statue), I thought it would be helpful to provide a Question-and-Answer Guide to help to clarify a legal election.

Question: Who nominates Candidates?
Answer: Each homeowner can nominate themselves by filling out the candidate form and turn it in 40 days before the election

- Intent to Candidate Forms
- Information about each candidate
- Ensure each candidate is in good financial standing.

No nominations will be accepted from the floor at the Annual Meeting.
There will be one Ballot allowed per Condo.

Question: How many Board of Director vacancies are there for the 2027 election?
Answer: There are 5 open Board of Director positions available for this election period.

Question: What constitutes a Quorum?
Answer: Both Florida Statute and The Sanctuary at Bay Hill's governing documents require 25% of the entire membership for a Quorum. This means that we must have a quorum of at least 75 *homeowners, based on 304 Condominiums

Note: Once a Quorum is established at 6:00PM on 12/17/2026, the Election Process Continues. If a Quorum is not established by 6:00PM on 12/17/2026, then the current board will remain in position, the current board can appoint among the candidates to join the board of directors to ensure there are 5 Board of Directors in place.

Question: What are the steps to ensure a valid Ballot?
Answer:

1. On the 2027 Official Ballot form, vote for up to 5 candidates by checking the box next to each candidate of your choice.
2. Place completed Ballot into the Ballot Envelope (an envelope will be provided; or if you misplace it you may use a #10 envelope and write on the outside of the envelope – **BALLOT – DO NOT OPEN**).
3. Seal Envelope closed so it cannot be tampered with.
4. Place the Ballot Envelope inside the return envelope. (a envelope may not be provided, you may use a white #10 envelope and US Mail with the Ballot tucked inside the envelope, and seal.
5. Complete return left hand corner on envelope (upper left corner) – **REQUIRED**
    - Owner Name
    - Property Address
    - Owner Signature
    - Community Name

Question: What is a Proxy and when is it used?

Answer: A Proxy is utilized for those members UNABLE TO ATTEND at the Annual Meeting however they are registering their attendance for a Quorum. If a resident is unable to attend the Annual Meeting, they may give their proxy to another resident to bring to the Annual Meeting. Proxy is on Blue Paper.

Question: Do Proxies count towards a Quorum?

Answer: Yes, Proxies will be counted towards a Quorum.

Question: What are the steps to ensure a valid Proxy?

Answer:

- Complete all fields on the General Proxy form (Blue Form)
- Address
- Name of Person you are giving Proxy to
- Signature of all legal Homeowner Residents
- Printed Names of all legal Homeowner Residents
- Complete Dates for all legal Homeowner Residents
- Complete all fields in the Substitution of Proxy Holder (located at bottom of form)
    - Print Name of appointed/designated Proxy Holder
    - Complete Date
    - Obtain signature of appointed/designated Proxy Holder

1. Place the completed General Proxy form into BLUE COORDINATED Proxy Envelope. (an envelope may not be provided; you may use a white #10 and write on the outside of the envelope – PROXY -seal the envelope closed.
2. Give sealed envelope to your appointed Proxy Holder
3. Appointed/Designated Proxy Holder will bring sealed Proxy Envelope to Annual Meeting.
4. Proxy holders will receive a Ballot for each General Proxy assigned to then prior to the start of the meeting.

Procedures for Tally Ballots
On December 17, 2026 – beginning at 5:30PM – the Nominations Committee will sit at the entrance to receive envelopes & sign in attendees:

- All Attendees will register. At the Registration Desk they will sign in.
- **At 6:00PM – NO ADDITIONAL envelopes will be received after 6:00PM**

1. Nominations Committee will begin validating quorum = 75 (in attendance or proxy)
2. The Manager along with volunteers will validate Envelopes with Address on envelopes.
3. The Manager along with volunteers will open envelopes labeled BALLOT and will begin counting BALLOTS for election.

Florida Statue 718.112 (9) ELECTIONS AND BOARD VACANCIES

(b) A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association on the day that he or she could last nominate himself or herself or be nominated for the board may not seek election to the board, and his or her name shall not be listed on the ballot. A person serving as a board member who becomes more than 90 days delinquent in the payment of any fee, fine, or other monetary obligation to the association shall be deemed to have abandoned his or her seat on the board, creating a vacancy on the board to be filled according to law. For purposes of this paragraph, the term "any fee, fine, or other monetary obligation" means any delinquency to the association with respect to any parcel. A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, may not seek election to the board and is not eligible for board membership unless such felon's civil rights have been restored for at lease 5 years as of the date on which such person seeks election to the board. The validity of any action by the board is not affected if it is later determined that a person was ineligible to seek election to the board or that a member of the board is ineligible for board membership.