

Sparkling Waters Homeowners Association (SWHA)
Annual Meeting
Sunday, April 2, 2023

Members Represented in person and via teleconference :

Nick Posada (Zoom)
Chris Piehota (Zoom)
Ed and Anne Klugman (Zoom)
Lars Christensen
Jim Eberle
John and Tammy Schindler
Chris and Joan Lio
Jose Quinones (2)
Troy Russo (2)
Brian and Susan Hodge
Bill and Paula Bushelle
Teresa Emery (2)
Ellis Akins (Zoom)
Alicia and Barry Graham

Meeting was called to order by President Barry Graham at 2:16 PM.

1. Homeowner Introductions

Barry briefed that the meeting was properly noticed at least two weeks in advance by signs, emails, and notice on the web site. There was not objection to the proper noticing of the meeting. By-Laws define a quorum as a minimum of 51% or 22 of the 42 lots represented. With 15 lots who participated in the vote in-person/virtually, plus 7 proxies, and 11 votes by written agreement, 33 lots were represented, attaining a quorum.

2. Update on Association Activities

- A. Replaced Gazebo roof, Security door lock/knob, and fishing light, plumbing repairs due to hard freeze, installed LED lights on timer at Gazebo, new chairs at common beach. Gazebo roof was old, rotted and damaged from Hurricane Sally. Old roof torn off. Roof decking boards repaired and replaced. Eaves boards replaced. Dimensional shingles installed. Work completed in Spring 2022.
- B. Renewed liability insurance through Harris Insurance Services with Auto Owners Insurance for 2022. Annual cost was \$1,593.24 paid to Auto Owners Insurance in March 2023. A correction from the charts. In 2022, the cost was \$1,491.37 (correction from briefing chart which showed the 2021 cost).
- C. Renewed website domain name www.sparklingwatershoa.com with JustHost.
- D. Re-registered SWHA with State of Florida, www.sunbiz.org.
- E. Renewed annual retainer with Attorney firm, Becker & Poliakoff.
- F. Tax Return: Filed tax return for 2022, IRS Form 1120-H. No taxes owed, as expenses are greater than interest accrued. Earnings were less than last year: 3854.47 in 2022, \$2817.08

in 2021 vs \$3860.16 in 2020 and \$4,286.50 in 2019. Goal is to build main investment account to \$250K to cover future expected costs to replace private roads (Radiant Circle, Shimmering Lane) and dock investment account to \$60K.

3. Near-Term Activities

A. Self Help Projects:

- a. *Common Beach maintenance: mowing, clipping vegetation. Need volunteers.
- b. Maintaining corner gardens (mowing, edging, weeding)
- c. *Repairing cracks in roads with Crack Filler, Asphalt Sealer. Need volunteers.

B. Re-register SWHA with State of Florida prior to May 1st.

C. Submerged Land Lease Renewal. SLL does not expire until May 2025. There is still a 6% tax on indirect income (slip transfers). The transfer fee is based on DEP's appraised value of the slip, not the actual sales price. See Florida 253.0347 at <http://www.leg.state.fl.us/statutes>

4. Financial Report

See slides 11-20 of the attachment briefed at the April 2nd meeting. Due rising costs of power, insurance and materials, the Board of Directors recommended a \$50 increase to the annual assessment. John and Tammy Schindler took an action to investigate options with Florida Power and Light for lower cost options for streetlights.

5. Proposed Budget

See slide 19 of the attached briefing presented at the April 2nd meeting. Given other expenses and allotments, the Board of Directors recommended a \$550 assessment per lot per year with \$100 credit available for participating in neighborhood workdays/work projects. The Board of Directors also recommended a small increase for boat slip fees due to rising power costs: \$508.74 for slips without lifts, and \$514.74 for slips with lifts. Slip fees will be due June 4, 2023.

6. New Business

A. Proposed Date for Next Annual Meeting- Sunday, April 8th, 2024 (Easter is March 31st; Okaloosa County Spring Break is March 16 - 23rd)

B. Report on Home sales, new owners

C. Potential repair of security door and replacement of signs next year

D. Standard for \$100 Workday Credit: Thank you to all who participated. You save the HOA thousands of dollars in labor costs. Recommend a standard work credit equals a pre-authorized task(s) that would take a single person 6 hours, or two family members at one workday or one person's participation in 2 work days.

E. Alicia Graham proposed a spring social May 27th or 28th and a Fall BBQ on Sunday, October 29th. Attendees preferred Saturday, June 3rd for the 2023 Spring Picnic and October 29th for the 2023 Fall BBQ.

F. Barry Graham brought up a request from Christine Totty regarding corner gardens that aren't kept up during the year. Discussion ensued regarding removing gardens that aren't kept up. Barry suggested removing those gardens at the Fall 2023 workday. Alicia Graham pointed out that at least in the case of one homeowner, part of their corner garden is on their personal property. Members did not vote on this proposal, more discussion is needed.

- G. Joan Lio had a question on the Covenants, Reservations and Restrictions (CR&R): It does not set a maximum amount limit that the HOA can charge to individual homeowners. After a comment period, Bill Bushelle concluded that since any special assessment must pass a vote by the Sparkling Water membership, a control is already in place regarding exorbitant assessments.
- H. Jose Quinones voiced concern that the HOA depends on Graham personal software licenses/Zoom account. He stated there needs to be a continuity of operations plan given many of the association files are not yet online and either on personal computers or on paper. Joan Lio objected to the Grahams keeping HOA materials (screws, nuts, bolts, signage) in their garage and suggested that the HOA rent a storage unit on Highway 98. Jose and Nick Posada took the action to build a continuity of operations plan.
8. Voting Issues – by the time voting had begun, two of the original attendees had departed, and the number of lots represented declined from thirty-six to thirty-three. However, this was still enough for a quorum
- A. Barry Graham called for a vote on the proposed budget for Sparkling Waters Homeowners Association for April 2023-April 2024, raising the annual dues for 2023-2024 to \$550 per lot per year (with \$100 credit available for workday/project participation) which will help build the investment account. All voted in favor. None opposed.
- B. Barry Graham called for a vote on the existing slate of officers except Secretary (Barry Graham, President, John Totty, Vice President, Michael Manion, Director at Large, Alicia Graham, Treasurer), be retained. All voted in favor. None opposed.
- C. Barry Graham called for a vote for the date of the next annual meeting be April 8, 2024. Easter Sunday is March 31, 2024. Okaloosa County Schools Spring Break is March 16-23, 2024. All voted in favor. None opposed.
9. The nominees for Secretary were Joan Lio and Alicia Graham (incumbent). Each candidate had five minutes to explain why members should choose them for the position. Candidate forms provided prior to the meeting are attached to these minutes. Barry Graham explained his plan to count the votes (normally the job of the Secretary) with Jim Eberle as an auditor. Chris Lio objected to Barry Graham counting the votes, but since a Board member must certify the vote in lieu of the secretary and the other two board members were not present, there wasn't another option. The Lios asked that Bill Bushelle serve as vote tabulator. Barry Graham agreed that both Bill and Jim could serve as independent vote auditors. Chris Lio also objected to the proxies naming Barry Graham, but since they specifically named "Barry Graham," only Barry could execute them. Alicia Graham briefed during her "five minutes" that the Florida statute (Title XL, Chapter 723.078) states that unless the By-Laws say otherwise, HOAs should have five members; however, the Sparkling Waters By-Laws allow for as few as three members, depending the recommendation of the Board of Directors. The result of the discussion that followed is that the membership would like the Board of Directors to create a second director position increasing the number of directors from four to five. The Board of Directors will convene a meeting to address as soon as one can be scheduled. The meeting recessed during the vote count which included proxies, written votes, virtual attendees and in-person attendees. The result certified by both auditors is: Alicia Graham was re-elected by a 24 to 8 vote with one abstention.

10. Next annual meeting is scheduled for Sunday, April 8, 2024 at 2:15PM at 552 Shimmering Lane and via Zoom. President Barry Graham adjourned the 2023 annual meeting at 5:02 PM.

Attachments: First attachment: Briefing slides presented at April 2, 2023 annual meeting with correction on the cost of 2022 annual insurance on slide 15. Second attachment: Secretary Candidate Forms for Joan Lio and Alicia Graham.

Minutes as recorded by:

--SIGNED--

Alicia Graham, SWHA Secretary

Approved by:

--SIGNED--

Barry Graham, SWHA President



ANNUAL MEETING

APRIL 2, 2023

Sparkling Waters Homeowner's Association

ROLL CALL

	Owner Name(s)		Owner Name(s)		Owner Name(s)
	Akins, Ellis & Alicia		Harris, Matt		Potts, Tony & Jen
P	Bonner, Lewis & Barb		Hodge, Brian & Susan		Quinones, Jose & Casey-2
	Broyles, Phillip		Holifield, JR & Jill		Rosenstock, Doug & Erin
	Burroughs, Lloyd & Bea		Jackson, J&L, Sheila Lary - 2		Rotter, Andrew
	Bushelle, Bill & Paula		Klugman, Ed & Anne		Russo, Troy – 2
	Christensen, Lars & Becky		Le, Frank and Yuni		Saxey, Tom & Cindy
	Eberle, James		Lio, Chris & Joan		Shaw, Mike
	Emery, Teresa – 2	P	Manion, Mike & Lisa – 2	P	Smith, Earl & Elaine
	Goodpaster, Christopher		Milliken, Ryan & Leslie		Schindler, John & Tammy
<input checked="" type="checkbox"/>	Graham, Barry & Alicia		Paz, Carlos & Tina Griffin		Sotomayor, Luis
	Graham, Randy		Piehota, Chris & Lisa		Totty, John & Christine
	Gusoff, Gus & Sam – 2		Posada, Nick		
	<input checked="" type="checkbox"/> – Present		P – Proxy		W – Written Vote

FOR VIRTUAL ATTENDEES

- Check-in when you first join
- While someone has the floor, please don't interrupt
- To be recognized
 - On-line attendees will “raise their hand” (in Zoom), or type a chat note
 - Dial-in only attendees will wait for a designated break and for the question: “Does anyone have anything?”
- Votes will be registered via Zoom Poll

ANNUAL MEETING AGENDA

- Update on Assoc activities
- Near term activities
- Financial report
- New Business
- Next meeting
- Voting Issues

UPDATE ON ASSOC ACTIVITIES

- Re-registered SWHA with State of Florida
- Renewed website domain name/JustHost
- Federal tax return
- Renewed retainer with Becker & Poliakoff
- Obtained liability insurance with Auto-Owners Ins.
- Recorded CR&R Changes with Okaloosa Clerk of Court
- Replaced Gazebo roof, Security door lock/knob, and fishing light, plumbing repairs due to hard freeze, installed LED lights on timer at Gazebo, new chairs at common beach
- Fall/Spring Work Days – Oct 29th, April 1st

GAZEBO ROOF REPLACEMENT



Wood was rotting due to missing shingles and leaking roof. Structural integrity was at risk without repair.



Old roof torn off. Roof decking boards repaired and replaced. Eaves boards replaced. Dimensional shingles installed.

SECURITY DOOR

- Security door installed two years ago and keys distributed to all owners/tenants
- Installed to prevent unrestricted use of common facilities
- Changed to combination cypher lock door handle in 2022
- Remember all guests who are not staying in your home, must be accompanied
- Door is rusting and needs to be replaced in 2023



NEAR TERM ACTIVITIES

- Re-register SWHA with State of Florida
- Self Help Projects:
 - *Common Beach maintenance: mowing, clipping vegetation
 - Maintaining corner gardens (mowing, edging, weeding)
 - *Repairing cracks in roads with Crack Filler, Asphalt Sealer

* Looking for volunteers to help with these items

ROAD REPAIR

- Asphalt filler for crack $> \frac{1}{2}$ in and potholes
- Crack filler for cracks $< \frac{1}{2}$ in
- Asphalt sealer to preserve repairs



FINANCIAL REPORT


Alicia Graham
Secretary/Treasurer

CY2022 FINANCIAL REPORT

- Detailed Financial Report is available on <http://sparklingwatershoa.com/Documents.php>
 - Covers the period January 1, 2022 – December 31, 2022
 - If interested in downloading or reviewing, just request password
- Four accounts
 - HOA Checking
 - HOA Reserve Funds (Investment Account)
 - Dock Checking
 - Dock Reserve Funds (Sinking Fund, also an Investment Account)

MAIN INVESTMENT ACCT AS OF DEC 31, 2022 (GOAL - \$250K)

“Interest rates and bonds often move in opposite directions. When rates rise, bond prices usually fall, and vice versa.”
Charles Schwab



January 31 to February 28, 2023

Sparkling Waters Home Owners Assn Account Summary

SPARKLING WATERS HOME OWNERS ASSN
552 SHIMMERING LN
MARY ESTHER FL 32569-3422527

Account No. [REDACTED] Closing Value \$157,364.05

SCOTT FINKLER
Raymond James & Associates
34851 EMERALD COAST PKWY | STE 200 | DESTIN, FL 32541 | (888) 317-8956 | (850) 269-8026
halprinfinkler.com | scott.finkler@raymondjames.com

Raymond James Capital Access Client Services | 800-759-9797
24 hours a day, 7 days a week, including holidays
Online Account Access | raymondjames.com/clientaccess

Account Purpose

Provide income with an aggressive risk tolerance and a 10 to 20 year time horizon.

Activity

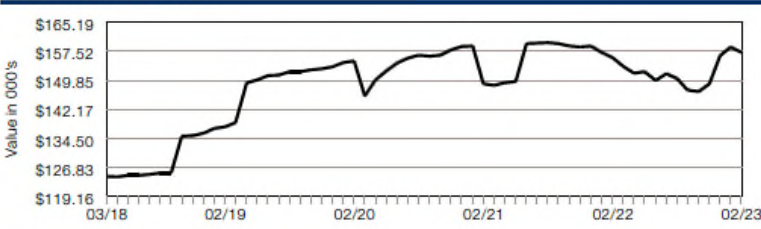
	This Statement		Year to Date	
Beginning Balance	\$	158,682.94	\$	156,380.42
Deposits	\$	0.00	\$	0.00
Income	\$	433.28	\$	836.62
Withdrawals	\$	0.00	\$	0.00
Expenses	\$	0.00	\$	0.00
Change in Value	\$	(1,752.17)	\$	147.01
Ending Balance	\$	157,364.05	\$	157,364.05

Dollar-Weighted Performance

See Understanding Your Statement for important information about these calculations.

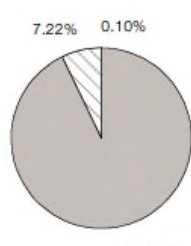
Performance Inception	YTD	2022	2021
11/02/15	0.63%	(6.00)%	0.11%

Value Over Time



Asset Allocation Analysis

	Value	Percentage
US Equities	\$ 158.60	0.10%
Non-US Equities	\$ 6.99	-
Fixed Income	\$ 145,821.79	92.68%
Real Estate & Tangibles	\$ -	-
Alternative Investments	\$ -	-
Non-classified	\$ 12.23	-
Cash & Cash Alternatives*	\$ 11,364.45	7.22%



*Not all Cash & Cash Alternatives are liquid; \$11,362.77 is embedded in investment products

DOCK SINKING FUND AS OF DEC 31, 2022 (GOAL - \$60K)

January 31 to February 28, 2023

RAYMOND JAMES®

Sparkling Waters Dock Fund Account Summary

Brokerage

SPARKLING WATERS HOME OWNERS ASSN
552 SHIMMERING LN
MARY ESTHER FL 32569-3422527

Account No. [REDACTED] **Closing Value \$10,821.44**

SCOTT FINKLER
Raymond James & Associates
34851 EMERALD COAST PKWY | STE 200 | DESTIN, FL 32541 | (888) 317-8956 | (850) 269-8026
halprin@raymondjames.com | scott.finkler@raymondjames.com

Raymond James Capital Access Client Services | 800-759-9797
24 hours a day, 7 days a week, including holidays
Online Account Access | raymondjames.com/clientaccess

Account Purpose

Provide Income with an aggressive risk tolerance and a 10 to 20 year time horizon.

Activity

	This Statement		Year to Date	
Beginning Balance	\$	10,927.25	\$	10,777.84
Deposits	\$	0.00	\$	0.00
Income	\$	26.83	\$	40.18
Withdrawals	\$	0.00	\$	0.00
Expenses	\$	0.00	\$	0.00
Change in Value	\$	(132.64)	\$	3.42
Ending Balance	\$	10,821.44	\$	10,821.44

Value Over Time

Dollar-Weighted Performance

See Understanding Your Statement for important information about these calculations.

Performance Inception	YTD	2022	2021
11/02/15	0.40%	(6.49)%	(0.49)%

Asset Allocation Analysis

	Value	Percentage
US Equities	\$ 13.20	0.12%
Non-US Equities	\$ 2.01	0.01%
Fixed Income	\$ 9,240.28	85.41%
Real Estate & Tangibles	\$ -	-
Alternative Investments	\$ -	-
Non-classified	\$ 3.51	0.03%
Cash & Cash Alternatives*	\$ 1,562.44	14.43%

*Not all Cash & Cash Alternatives are liquid; \$1,561.31 is embedded in investment products

SWHA PREVIOUS BUDGET MAY 2022-APRIL 2023

Administrative/Attorney Costs	2,000.00
Insurance	1,491.37
Utilities	2,100.00
Street Maintenance and Repair Fund	10,000.00
SWHA partial share of Dock costs	128.00
Improvements	2,500.00
Total	18,219.37
Number of Lots	42
Average Per Lot assessment	433.79

ACTUALS MAY 22 –APR 23

• Actual Expenses (May 22 – Apr 23)	
• Gulf Power (Street Lights)	2,336.66
• State filing fee	61.25
• Administrative (postage, recording fees, signs, website)	328.48
• Attorney Fees	175.00
• Construction supplies, landscaping, Kayak Racks, tree removal, locks, etc.	6,272.44
• Liability Insurance	1,491.37
- Common Dock Expenses (SWHA Share) plus utilities	128.00
- Spring Picnic	3.60
TOTAL EXPENSES:	17,731.95
Deposit to Investment Acct	7,000.00
3/31/2023 Balance Checking Acct (xx-xxx-625-0)	9,869.59
3/31/2023 Balance Checking Acct (xx-xxx-240-4)	1,679.34
Balance Main Ray James Investment Acct (2/28/23)	157,364.05
Balance Dock Ray James Investment Acct (2/28/23)	10,821.44

SWHA PROJECTED EXPENSES MAY 2022-APRIL 2023

Administrative/Attorney Costs	503.48
Insurance	1,593.24
Utilities	2,336.66
Street Maintenance and Repair Fund	10,000.00
SWHA partial share of Dock costs	128.00
Improvements	6,272.44
Total	20,833.82
Number of Lots	42
Average Per Lot assessment	496.04

FINANCIAL REPORT

RECOMMENDATIONS

- The Board of Directors recommended at January 24, 2023 meeting to increase Annual Assessment to \$550 per lot per year with the option to earn a \$100 workday credit
- Please pay either with paper check or have your bank cut a check and mail it to 552 Shimmering Lane
- Electronic transfers (the free kind) to the HOA checking account had many issues

BOAT SLIP FEES TO BE DUE 4 JUNE

• Repairs	\$20.00
• SLL Renewal Share	0.00
• Insurance	16.00
• 1/13 th Water Usage	14.00
• Power Base Charge	42.07
• Contribution to Reserve Fund	416.67
• _____	
• Total	\$508.74
	+
• Power Fees	By Slip

[Lift power fee increased to \$6.00 per year + usage for equipment/lighting that is a constant drain; HOA share is \$128 for the year] **Will continue to monitor usage for spikes and reassess if needed.*

Increase
of \$15.15
due to
power
cost rise

NEW BUSINESS

- Proposed Date for Next Annual Meeting- Sunday, April 8th, 2024 (Easter is March 31st; Okaloosa County Spring Break is March 16 - 23rd)
- Report on Home sales, new owners
- Potential repair of security door and replacement of signs next year
- Standard for \$100 Workday Credit: Recommend a standard work credit equals a pre-authorized task(s) that would take a single person 6 hours, or two family members at one workday or one person's participation in 2 workdays
- Sparkling Waters Phonebook/Email Distro List
- Beach and dock access
- Spring Social Dates?
- Fall BBQ Dates?

REPORT ON HOME SALES, NEW OWNERS

- Sold in the last year
 - Lot A19 – 574 Radiant from Stinson to Eberle
- Upcoming closings
 - Lot A13 – 586 Radiant from Smith
 - Lot B1 – 560 Parrish from Sotomayor
- For sale
 - Lot B3 – 556 Parrish from Goodpaster
 - Lot B7 – 581 Radiant from Emery
 - Lot A9 – 594 Radiant from Holifield
 - Lot D7 – 558 Shimmering from Bonner

PHONE BOOK RELEASE/EMAIL DISTRO

- Many signed release on previous form; still effective
- Several new members, and 3 more expected sales in next 30-40 days.
- New form authorizes release of info to neighbors, or authorizes the Assoc to contact you via email, or both
 - We strongly recommend authorizing email contact from the Assoc due to unreliability of the USPS
 - Authorizing the release of your info to neighbors enables you to receive roster
 - 25 have signed the new form

NEW BUSINESS (CONT)

MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Spring social: **May 27th or 28th ??**-- Weenie/Marshmallow Roast? Need volunteers.
Fall BBQ: Proposed date: Sunday, **October 29th?**

NEW BUSINESS FROM MEMBERS

- Any new business from members?

VOTING ISSUES

1. Budget

- On the question of whether to accept the recommended budget and assessment? Increase assessment to \$550 per lot per year with the \$100 workday (or equivalent) credit?
 - Yes or No

2. Officers except Secretary

Officers: Pres; Vice-Pres; Treasurer; Director

Incumbents: President Barry Graham, Vice President John Totty, Treasurer Alicia Graham, Director-at-Large Michael Manion. Nominations?

3. Election of Association Secretary

- Joan Lio
- Alicia Graham

4. Next Annual Meeting? Sunday, April 8th, 2024

- Yes or No

ROLL CALL

	Owner Name(s)		Owner Name(s)		Owner Name(s)
	Akins, Ellis & Alicia		Harris, Matt		Potts, Tony & Jen
P	Bonner, Lewis & Barb		Hodge, Brian & Susan		Quinones, Jose & Casey-2
	Broyles, Phillip		Holifield, JR & Jill		Rosenstock, Doug & Erin
	Burroughs, Lloyd & Bea		Jackson, J&L, Sheila Lary - 2		Rotter, Andrew
	Bushelle, Bill & Paula		Klugman, Ed & Anne		Russo, Troy – 2
	Christensen, Lars & Becky		Le, Frank and Yuni		Saxey, Tom & Cindy
	Eberle, James		Lio, Chris & Joan		Shaw, Mike
	Emery, Teresa – 2	P	Manion, Mike & Lisa – 2	P	Smith, Earl & Elaine
	Goodpaster, Christopher		Milliken, Ryan & Leslie		Schindler, John & Tammy
<input checked="" type="checkbox"/>	Graham, Barry & Alicia		Paz, Carlos & Tina Griffin		Sotomayor, Luis
	Graham, Randy		Piehota, Chris & Lisa		Totty, John & Christine
	Gusoff, Gus & Sam – 2		Posada, Nick		
	<input checked="" type="checkbox"/> – Present		P – Proxy		W – Written Vote

BACK-UP

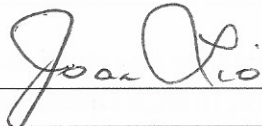
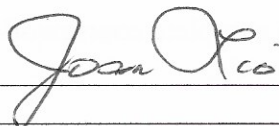
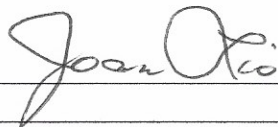
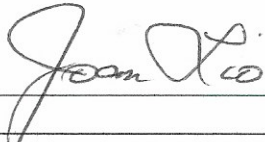
SPARKLING WATERS HOA

BOARD OF DIRECTORS CANDIDATE FORM

1. General Information

Candidate's Name	Joan Lio
Candidate's Qualifying Property	Address or Lot #: 540 Parish Blvd
Office Sought	Secretary
Office Term	Residual 2022-2023 Term

2. Candidate Attestations

Statement	Candidate Signature
I understand that I am being nominated to serve on the Sparkling Waters Homeowners Association Board of Directors. If elected, I swear or affirm that am willing to serve in the office for which I am a candidate.	
I swear or affirm that I am familiar with the Governing Documents of the Sparkling Waters Homeowners Association (i.e. the Articles of Incorporation; By-Laws; Covenants, Restrictions, and Reservations; Rules and Regulations-Fine Structure; Dock Declaration; and Dock Rules and Regulations) and that I am familiar with the roles and responsibilities Board of Directors, and that I will faithfully and impartially discharge my duties in accordance with the same.	
I swear or affirm that I am willing to get certified as a Board member as required by Florida Statute 720.3033 within 90 days of being elected to the office, and I will provide my certificate or certification to the HOA Secretary within the period allowed.	
I swear or affirm that I am willing to fill out paperwork to be added the HOA owned financial accounts within 30 days of taking office, and I further swear or affirm that I will accept the corresponding fiduciary responsibilities I have to the members of the HOA, both ethical and legal, and I will act in the best interests of the HOA at all times.	

3. Campaign Statement from the Candidate

Please state the reasons that you are seeking this office:

I want to bring fresh ideas to Sparkling Waters Home Owner's Association. We have a diversified community filled with talented people whose ideas should be heard. The present makeup of the Board of Directors gives one household a quorum of the vote, with veto capabilities for any new ideas. Also, if present officers intend to leave these positions within the next few years, it is imperative to get new people in position to have a smooth transition. The State of Florida requires 5 separate people to serve on the board of directors for a community of our size.

Please list any relevant knowledge, skills, and abilities that would help you to successfully discharge the duties of this office, or describe any experiences that you have that show you would be a successful director.

I am qualified for this position because I have worked for years as an Office Secretary / Receptionist, Branch Operations Manager for E.F. Hutton, brokerage firm, Real Estate Agent and Registered Nurse. These positions have required both knowledge and precision – sometimes with life on the line.

Although I have not had the opportunity to serve for 20 years as an officer on a Board of Directors, I am willing to learn and hopeful of possible improvements.

I intend to complete coursework to learn the ins and outs of proper HOA management in the state of Florida.

Please state why members of the Sparkling Waters HOA should vote for you for this office:

My main intention is to provide additional voice and input to the Board of Directors. I am very friendly and outgoing, and welcome ideas from any and all Sparkling Waters residents. A vote for me will break a veto monopoly held by the present board.





SPARKLING WATERS HOA

BOARD OF DIRECTORS CANDIDATE FORM

1. General Information

Candidate's Name	Alicia Graham
Candidate's Qualifying Property	Address or Lot #: 552 Shimmering Lane
Office Sought	Secretary
Office Term	2023 2024 Term

2. Candidate Attestations

Statement	Candidate Signature
I understand that I am being nominated to serve on the Sparkling Waters Homeowners Association Board of Directors. If elected, I swear or affirm that am willing to serve in the office for which I am a candidate.	 _____
I swear or affirm that I am familiar with the Governing Documents of the Sparkling Waters Homeowners Association (i.e. the Articles of Incorporation; By-Laws; Covenants, Restrictions, and Reservations; Rules and Regulations-Fine Structure; Dock Declaration; and Dock Rules and Regulations) and that I am familiar with the roles and responsibilities Board of Directors, and that I will faithfully and impartially discharge my duties in accordance with the same.	 _____
I swear or affirm that I am willing to get certified as a Board member as required by Florida Statute 720.3033 within 90 days of being elected to the office, and I will provide my certificate or certification to the HOA Secretary within the period allowed.	 _____
I swear or affirm that I am willing to fill out paperwork to be added the HOA owned financial accounts within 30 days of taking office, and I further swear or affirm that I will accept the corresponding fiduciary responsibilities I have to the members of the HOA, both ethical and legal, and I will act in the best interests of the HOA at all times.	 _____

3. Campaign Statement from the Candidate

<p>Please state the reasons that you are seeking this office:</p>
<p>This neighborhood is my second family. I feel that in my role as Secretary I have helped make Sparkling Waters a nicer and safer place to live, increasing property values, as well as helped reduce the financial burden on my neighbors. I would like to continue serving you all in that capacity.</p>
<p>Please list any relevant knowledge, skills, and abilities that would help you to successfully discharge the duties of this office, or describe any experiences that you have that show you would be a successful director.</p>
<p>--The secretary job is more complex than it seems. In the early 2000s, the job required recording and printing 42 copies of the annual meeting minutes, mailing paper copies and signing an occasional letter certifying votes on Covenants, Restrictions and Reservations changes. In 2023, the secretary records the annual, Board of Director and special meeting minutes, builds a portion of the meeting slides, re-registers the corporation with the state, and prepares, certifies, gets notarized, and records changes to governing and other official documents with the County Clerk. All of this must be posted to the HOA website which means the secretary maintains the website. Website maintenance is technical. It requires knowledge of HTML style sheets, Power PDF for encryption, and Filezilla. By doing this job myself, I save the HOA hundreds of dollars annually. In addition, the HOA relies on my personal licenses to Power PDF and MyMailList (for printing mailing labels), my laser printer, and toner.</p> <p>--Since COVID, virtual meetings have become a necessity. The secretary organizes meetings and runs the virtual meetings. Organizing includes reminder emails, and maintaining public and private Outlook distro lists. The HOA uses my personal Zoom account, which saves another \$192.00 a year. Using the Zoom video recording and polling features, enables more offsite participation and makes it easier to meet the 51% quorum threshold required by the state.</p> <p>--The Treasurer responsibilities are entangled with the secretary's. For example, I recently spent hours troubleshooting why a security patch blocked our access to the website with the service provider and Cox. Before they would talk to me, I had to provide the billing address and other identifying financial information. In my treasurer role, I negotiated a lower price with the service provider for the website support and domain name renewal.</p>
<p>Please state why members of the Sparkling Waters HOA should vote for you for this office:</p>
<p>I believe I have done a good job as secretary, reducing administrative costs and keeping us out of trouble with the State and County. I took it upon myself to establish and maintain contact with the boards of Waterford Estates and Marsh Harbor, which has resulted in extra workday help (primarily from Waterford Estates) at the Highway 98 garden and an offer from Waterford to split the cost of the mulch. The connection with the other boards may also come in handy in an emergency or natural disaster. I feel I have more to do and hope you will consider letting me continue to serve you as secretary.</p>