

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
WEST VILLAGES IMPROVEMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE: June 15, 2023
TIME: 11:00 a.m.
PLACE: Chambers of the City of North Port
4970 City Hall Boulevard
North Port, Florida 34286

Pursuant to Chapter 2004-456, *Laws of Florida*, after the West Villages Improvement District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) until the District qualifies to have all of its board members elected by the qualified electors of the District in accordance with Section 189.041, *Florida Statutes*. The following instructions on how all landowners may participate in the election are intended to comply with Chapter 2004-456(4), *Laws of Florida*.

A landowner may vote in person at the landowners’ meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

In accordance with Chapter 2004-456(4), *Laws of Florida*, only persons who have submitted a written notice of intention to be a candidate for an open Board seat, which is filed at least thirty (30) calendar days, but no more than ninety (90) calendar days, prior to landowners’ election, may be nominated for an open Board seat.

This year, one (1) seat on the Board will be up for election by landowners. The candidate shall be elected for a term of four (4) years. The term of office for the successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.