

# The Sanctuary at Oak Creek Homeowner's Association, Inc.

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## FIRST NOTICE OF ANNUAL MEMBERS MEETING & BOARD ORGANIZATIONAL MEETING BOARD ELECTION AND PROCEDURE FOR QUALIFYING FOR THE BOARD

- **DATE / TIME:** August 19th, 2026, at 6:00 PM
- **LOCATION:** Oak Creek Community Amenity Center  
7461 S. Faulkenburg Rd., Riverview, FL 33578

**AGENDA:** Call to Order; Approval of Previous Annual Meeting Minutes; Election; Old Business; New Business; Owner Comments; and Adjournment.

The purpose of this FIRST NOTICE is to advise you of the date, time and location of the Annual Membership Meeting and Owner Election and to inform you of the process for qualifying for the Board. The Membership Meeting and Owner Election is held for the purpose of electing the one (1) director's seat that is up for election in 2026.

**QUALIFYING FOR THE BOARD:** If you wish to run for election to the Association's Board of Directors, you must submit your Notice of Intent to be a Candidate so that it is received by the Association on or before July 10, 2026. Your notice must be delivered in person or by email to the Association's office at:

- Mail: 2654 Cypress Ridge Blvd., Suite #101, Wesley Chapel, FL 33544; or
- Email: [tpicciano@inframark.com](mailto:tpicciano@inframark.com)

You may use the attached "Notice of Intent to be a Candidate for the Board" form for this purpose. Any eligible person may nominate themselves to run for the Board of Directors. Statutorily eligible individuals are those who are adults, not delinquent to the Association for any amount owed, and not felons who have not had their civil rights restored for at least 5 years. Candidates may also submit a one-page Personal Information Sheet, no larger than 8.5" x 11", which may include your qualifications and/or platform for office. This information sheet must also be received by the Association at the above address **by July 10, 2026**. All timely submitted Candidate Information Sheets, limited proxy ballots, and additional meeting information will be mailed to all voting members at least fourteen (14) days prior to the Annual Meeting and Election of Directors.

**BOARD SEATS UP FOR ELECTION:** The Association's Bylaws have staggered 3 year terms, in which a majority of the seats are not up for election for their full term in any one year. Last year the Association put all five (5) seats up for election and used vote count to setup the staggered terms for the upcoming years. Per the results of the 2025 election, the following were the terms for the Board Five (5) seats and when each seat will be up for reelection next:

- Next Election Year is 2028: Charles Lawrence and Carl Derry
- Next Election Year is 2027: Tom Ward and Brian O'Connor
- Next Election Year is 2026: Ian Knowles

As a result, only (1) seat is up for election this year in 2026. If you are interested in running for the Board, you must submit the enclosed Notice of Intent fully completed as indicated in this mailing, before the deadline concludes on July 10, 2026. If the Association receives fewer than two (2) completed Notices of Intent from qualified candidates by the July 10, 2026 deadline, no election will be held, and then the one (1) qualified candidate who submits their notice of intent will be considered automatically elected by acclamation.

**METHOD OF VOTING:** Pursuant to Section 3.7 of the Association's Bylaws, a timely request was received from a member to conduct the election by secret written ballot. Accordingly, if at least two (2) qualified candidates timely submit Notices of Intent for the one (1) seat up for election, the 2026 election will be conducted by secret written ballot.

In the event an election is required, the Association's second notice mailing will include a secret written ballot, ballot instructions, an inner ballot envelope, an outer envelope, and a separate proxy form for quorum purposes. Owners

should carefully review and follow all voting instructions provided with the second notice mailing. To be counted, ballots must be submitted in accordance with the instructions provided. Failure to properly complete and return the required election materials may result in a ballot not being counted.

Please note that secret written ballot voting does not eliminate the quorum requirements contained in the Association's governing documents. Accordingly, owners should also complete and return the separate proxy form included with the second notice mailing so that quorum may be established for the Annual Membership Meeting.

**ORGANIZATIONAL & BOARD MEETING:** Right after the Annual Meeting, held on the same date and location, the Board plans to meet to elect officers on the Board for the next year.

**AGENDA FOR ORGANIZATIONAL MEETING:** Call to Order; Approval of Previous Organizational Meeting Minutes; Officer Election; Old Business; New Business; Owner Comments; and Adjournment.

**Mailed: 6/17/2026**

**BY ORDER OF THE BOARD OF DIRECTORS**

# The Sanctuary at Oak Creek Homeowner's Association, Inc.

## NOTICE OF INTENT TO RUN FOR THE BOARD OF DIRECTORS

**Note:** You can use this form to have your name placed on the ballot as a candidate. To be a nominee your notice of intent to run for the Board **must be received by July 10, 2026** to the following email or mailing addresses:

- Mail: 2654 Cypress Ridge Blvd., Suite #101, Wesley Chapel, FL 33544; or
- Email: [tpicciano@inframark.com](mailto:tpicciano@inframark.com)

If you want to include a candidate information sheet to be sent out with the ballot it must be received by July 10, 2026 to the same addresses shown above, and it cannot exceed a sheet of paper on one side of 8 ½ by 11 inches in size. Information sheets are meant to list only your qualifications and platform.

I, \_\_\_\_\_ (print-clearly), wish to be considered as a candidate for the Board of Directors of the Association. Furthermore, I hereby certify that I am not delinquent with the Association for the payment of any assessments, and that all amounts owed are current with the Association. I also certify that I have not been convicted of any felony in the United States and have not been convicted of any offense in any other jurisdiction that would be considered a felony in this state. I certify that my name is listed as a title owner on the property address listed on this form, and that I am a member of the Association. I hereby certify the following to be the full truth to my present knowledge after diligent investigation of the facts and circumstances. I understand that my failure to comply with Florida Statutes or not be truthful on this form may result in my candidacy being declared ineligible.

Sign: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print: \_\_\_\_\_  
          First Name                      Middle Initial                      Last Name  
\_\_\_\_\_  
Street Address                      City                      State                      Zip Code  
  
(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      \_\_\_\_\_  
Home Phone                      Cellular Phone                      E-Mail