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**FIRST NOTICE OF ANNUAL MEETING AND DIRECTOR ELECTION
WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOC., INC.
AND PROCEDURE FOR QUALIFYING FOR THE BOARD.**

TO ALL MEMBERS:

On Monday, February 19, 2018 at 7:00 p.m. at the Berkshire Lake Clubhouse, 495 Belville Blvd., Naples, FL 34104, the Annual Meeting of the Association will be held for the purpose of electing directors and such other business as may be lawfully conducted. Subsequent to this "First Notice" you will receive a "Second Notice of Annual Meeting" which will specify the agenda items and advise of other important information concerning the Annual Meeting.

The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and Election and to inform you of the process for qualifying for the Board.

QUALIFYING FOR THE BOARD

On or before January 10, 2018 you must give written notice; either by mail or in person to the Association of your desire to run for the Board, addressed to the Association's mailing address:

Windsor Place at Berkshire Lakes Condominium Assoc., Inc.
C/O Vesta Property Services, Inc.
27180 Bay Landing Drive, Suite 4,
Bonita Springs, FL, 34135

The attached "Notice of Intent to be a Candidate for the Board" form may be used for such purpose **but must be received by the Association on or before January 10, 2018.**

You may also submit an Information Sheet, no larger than 8½ inches by 11 inches, containing your qualifications and/or platform for office. **This information sheet must be submitted to the Association on or before January 15, 2018.**

If there are enough eligible candidates and an election is necessary, the Ballot and Information Sheets will be mailed to all voting members with the Second Notice.

BY ORDER OF THE BOARD OF DIRECTORS

A handwritten signature in black ink, appearing to read 'P. Gabart', with a long horizontal stroke extending to the right.

Philippe Gabart, CAM
Property Manager

**WINDSOR PLACE AT BERKSHIRE LAKES
CONDOMINIUM ASSOC., INC.**

NOTICE OF INTENT TO BE A CANDIDATE
THE BOARD OF DIRECTORS

I, _____, hereby place my name in nomination as a candidate for the Board of Directors of the **Windsor Place at Berkshire Lakes Condominium Assoc., Inc.**

I understand that the standard term is for one (1) year.

I am / am not (Circle One) enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in this and any Information Sheet.

I certify that I have read the Declaration of Condominium, Articles of Incorporation, Bylaws and current written policies for Windsor Place at Berkshire Lakes, A Condominium and will work to uphold such documents and policies to the best of my ability and that I will faithfully discharge my fiduciary responsibility to the Association's members.

*A Board Member certification form similar to this one or a certificate of satisfactory completion of a Division-Approved Educational Curriculum is required by section 718.112(2) (d) 3, of Chapter 718, Florida Statutes.

Date: _____

Signature

PRINT Name

Association Address

Under the amended provision of the Condominium Act, a person who has been convicted of a felony by any court of record in the United States and who has not had his or her right to vote restored pursuant to law in the jurisdiction of his or her residence is not eligible for the Board membership.