

March 7th, 2025

Dear Stone Bridge Village Homeowner:

The Stone Bridge Village Homeowner's Association has at least one vacancy available on our Board of Directors. This is an excellent opportunity for a homeowner to get more involved and become an integral part of the work we do on behalf of the neighbors of our community. If you are looking for ways to give back to your community, the giving of your time and service could be a great way to do that.

The requirements and duties are listed below:

Pre-reqs:

1. Applicant must be a homeowner in the Stone Bridge Village community. That means you must be listed on the deed to your home in our community.
2. Applicant must be in good standing with their dues in the community. That means you must be all paid up and not owe any dues, late fees, or other fees to either the community or to the legal firm(s) representing the community.
3. The State of Florida statutes contain certain restrictions against board applicants and/or board members from having a record of certain crimes, including (but not limited to) the perpetration of fraudulent activity, false representation, the perpetration of voting fraud, menacing, threatening, using bribery in connection with association voting, accepting bribes or kickbacks, and so forth.

For more information on these, please see the state statutes 720.3033 and 720.3065, both available on the Florida legislature website www.leg.state.fl.us/statutes.

Requirements and Expectations:

- Attend board meetings and vote on issues of importance to the community.
- Be willing/able to check email at least a couple times each week.
- Uphold rules as outlined by the Community's governing documents and with Florida statute and ensure your own compliance with both.

- Board Meetings are held every other month. The Community's budget meeting (with vote) is in September, and the Annual Meeting (elections, if a quorum is present) is held in November.
- If you would like to review our governing documents, please visit the documents page of our website at <https://www.stonebridgevillagehoa.org/documents.html>

Expected Time Commitment:

- Each Board meeting goes for 60 to 90 minutes, and with prep-time, may amount to about 2 hours every other month. Most meetings are conducted via Zoom. The annual meeting is conducted in-person. Emergency meetings are extremely rare, but could be required with 24-48 hours notice.
- On occasion, time-sensitive conversations or decisions may be needed in between meetings, with decisions ratified in the next board meeting. Time varies on this, but can amount to a couple/few hours every 2 months or so.
- Florida has requirements for education and training. If you join the board, you'll have 90 days to take a state-approved training course of up to 4 hours, and that training will need to be renewed at least once every 4 years. During that 4 years, additional training should be completed as required by Florida statute.

Skills that might be helpful:

- Ability to read and gain basic understanding of a financial budget
- Ability to read and understand vendor contracts, Florida state statutes, and our bylaws and other documents
- Willingness to share your knowledge and experience during Board Meetings
- Willingness to learn and improve your skills in the above

It should be noted that this is a voluntary role and as such, does not offer pay of any kind or reduced cost on any products or services.

How to apply:

There are 3 ways to submit your application. **Only one method is needed.**

1. Fill out and submit the online application at our portal:

<https://southwest.cincwebaxis.com/cinc/documents/>

Be sure to use your homeowner login credentials. This is a Word document that you can fill out with your computer or smartphone. Then email it to

tmarshall@swpmcfl.com

Alternatively, you can download the PDF form. Please see the documents page at our website at www.stonebridgevillagehoa.org/documents/

A copy of this letter can be found on that same page.

2. Fill out the hard-copy application included with this letter, take a picture of it, and email it to tmarshall@swpmcfl.com

..or..

3. Fill out the application included with this letter and mail it via US Postal Service to
Tiffany Marshall, LCAM
Southwest Property Management
610 N. Wymore Road, Suite 200
Maitland, Florida 32751

Please direct any questions to our Community Association Manager Tiffany Marshall at tmarshall@swpmcfl.com

Thank You for your attention, and for your consideration of serving on our HOA Board!

Sincerely,

 3/7/25
Brian Hendrickson, President, Stone Bridge Village HOA Board of Directors