BOCA WEST
MASTER ASSOCIATION

# BOARD OF DIRECTORS
# NOTICE OF ELECTION PROCEDURE - 2026/2027

**INSTRUCTIONS:** In accordance with the Boca West Master Association Amended and Restated By-Laws, the Members of Boca West Master Association, through their Representatives, will elect **two (2) Boca West homeowners to fill two (2) positions on the Board that will become vacant on Monday, March 1, 2027.** Following the procedures described below, the two (2) individuals receiving the greatest number of votes will be announced at the Annual Meeting and each individual shall be elected to a three (3) year term of service.

1. **Friday, October 23, 2026** – An e-blast will be sent to the Members asking for five (5) volunteers to serve on the Nominating Committee (each Member representing a different Village). Interested Members should respond via email to the Executive Assistant at amartinez@bocawestmaster.com.

2. **Thursday, November 18, 2026** - The Board of Directors, at this duly-noticed monthly Board Meeting, will appoint seven (7) Lot Owners to serve on the Nominating Committee each representing a different Village. Two (2) of which shall be members of the Board of Directors who are not eligible for election.

3. **Monday, November 23, 2026** - **Notice of Wednesday, December 9, 2026 Regular Meeting of the Members of BWMA** and **Notice of Election Procedure** is emailed to the Representatives which states that at such meeting, the Nominating Committee will be announced. Instructions on running for the Board will also be included. The Representative Meeting packet will also be posted on BWMA website.

4. **Monday, December 7, 2026** - The Call for Candidates will be sent via e-blast to all residents and posted on the website. Lot owners interested are asked to email, send via regular mail or hand-deliver a resume to the Boca West Master Association before 5 p.m. Wednesday, December 30, 2026.

5. **Wednesday, December 9, 2026 - Regular Meeting of the Members of BWMA 10:00 a.m. in the Dye Room at the Club.** The March 2026 Annual meeting minutes will be voted upon at the meeting, a Call for Candidates and the Nominating Committee will be announced.

6. **Monday, December 14, 2026** - Nominating Committee has first meeting at 9:00 a.m. to elect a chairperson and discuss interview questions.

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7. **Wednesday, December 30, 2025 - 5:00 p.m.** Resume submission for Board is CLOSED**.** The Executive Assistant will send an email to the Nominating Committee notifying them that a confidential package will be delivered to their homes containing the candidates' resumes. The Executive Assistant will also notify the candidates via email of their interview time.

8. **Wednesday, January 13, 2027 (& Thursday, January 14, 2027 if needed)** – Interviews are conducted by the Nominating Committee**.** The Nominating Committee will ask the Candidates to attend The Board of Directors Meeting on the following dates: **Wednesday, January 27, 2027 at 2:00 p.m.** and on **Wednesday, February 24, 2027 at 2:00 p.m.**

9. **Wednesday, January 20, 2027** Notice of the February 3, 2027 Regular Meeting of the Members is emailed to the Representatives which states that at such meeting the candidates will give their presentations. The Notice will be posted on the website.

10. **Wednesday, February 3, 2027** – **Meet the Candidates Representatives Meeting at Palmer Room**. Registration will begin at 9:30 a.m. and the meeting will begin at 10:00 a.m. The December 2026 Representative Meeting minutes will be voted upon at the meeting. The candidates will give their presentations to the Representatives.

11. **Friday, February 12, 2027** – The Annual Meeting Notice and ballots are mailed to the Representatives along with candidate information for the Annual Meeting on Monday, March 1, 2027.

12. **Wednesday, February 24, 2027 –** Board of Directors meeting at 2:00 p.m. Candidates are welcome to attend.

13. **Thursday, February 25, 2027 - 5:00 p.m.**, the Secretary shall officially **CLOSE** the voting process. Ballots will be tallied by an independent accountant or auditor engaged by the Master Association.

14. **Monday, March 1, 2027 - ANNUAL MEETING OF THE MEMBERS**
**11:00 a.m. registration and 11:30 a.m. meeting start in the Palmer Room, Boca West Golf & Activities Center.** The independent accountant/auditor is called to announce the balloting results naming the three newest members elected to the Boca West Master Association Board of Directors.

*The Organizational meeting will be held within 10 days after the Annual Members' Meeting. The purpose of the Organizational meeting will be to elect Officers and to conduct other business as the Board of Directors determine.