

**COURTYARD HOMES AT BELL TOWER PARK  
CONDOMINIUM ASSOCIATION, INC.**

c/o Cardinal Management Group of Florida, Inc.  
5100 Bell Tower Park Blvd., Ft. Myers, FL 33912  
Phone: (239) 774-0723

**FIRST NOTICE OF 2023 ANNUAL MEETING  
AND SOLICITATION OF CANDIDATES**

January 27, 2023

Dear Courtyard Homeowner,

NOTICE IS HEREBY GIVEN, pursuant to the governing documents of the Association, that the 2023 Annual Meeting of Courtyard Homes at Bell Tower Park Condominium Association, Inc., to be held via Zoom Meeting at Bell Tower Park 5100 Bell Tower Park Blvd. Fort Myers, Florida at **7:00 p.m. on March 29, 2023.**

The purpose of this meeting is to elect Directors, and to transact such other business as may properly come before the Association members at this meeting. In accordance with Florida Statutes, this Notice of Meeting is to solicit candidates for Board positions. The Annual Meeting will be directly followed by the Organizational Meeting of the newly seated Board.

If you would like to run for a position on the Association's Board of Directors, the enclosed "Notice of Intent to be a Candidate for the Board" must be received by the Association's Managing Agent (listed below) on or before **4:00 PM February 16, 2023.** Although it is not required, you may include with your "Notice of Intent to be a Candidate for the Board" an Information Sheet no larger than 8 1/2" x 11" (one side only) containing your qualifications and/or platform for office. If you submit an Information Sheet, it must be received by the Association's Managing Agent on or before **February 21, 2023**, or it will not be included with the "Second Notice of Annual Meeting."

**Return forms to Managing Agent:**

Courtyard Homes  
Cardinal Management Group of Florida, Inc.  
Attn: Courtyard Homes Community Manager  
5100 Bell Tower Park Blvd.  
Fort Myers, Florida 33912

**OR**

You may also drop off the forms at the Bell Tower Park Clubhouse Office.  
Office Hours: Monday thru Friday 9:00 a.m. to 4 p.m.

**If your "Notice of Intent to be a Candidate for the Board" is not received by the Association's Managing Agent on or before **4:00 PM February 16, 2023**, you will not be allowed to run for the Board of Directors during this election.**

The "Second Notice of Annual Meeting," including an agenda, ballot and Information Sheets that were provided by the deadline will be mailed to the Association's Members at least fourteen (14) days prior to the date of the Annual Meeting. Thank you in advance for your attention to this very important matter. We look forward to seeing you at the Annual Meeting.

If you have any questions, please contact me directly at (239) 774-0723 Ext. 220.

Sincerely,

COURTYARD HOMES AT BELL TOWER PARK CONDOMINIUM ASSOCIATION, INC.



George Eckhardt, Community Manager  
Cardinal Management Group of Florida, Inc.  
Management Agent for Courtyard Homes

**COURTYARD HOMES AT BELL TOWER PARK CONDOMINIUM  
ASSOCIATION, INC.**

**NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS**

I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors, as below indicated.

I (circle one) [ AM / AM NOT] enclosing an 8 ½” x 11” (one side only) Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet. By my signature below, I also attest that I am a unit owner with the Association.  
Courtyard Homes Street Address (with City, State & Zip): \_\_\_\_\_

**THE ASSOCIATION’S MANAGING AGENT MUST RECEIVE THIS FORM BY  
4:00 PM FEBRUARY 17, 2023, TO HAVE YOUR NAME PLACED ON THIS YEAR’S  
BALLOT.**

Candidate’s Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION DIVISION OF  
FLORIDA CONDOMINIUMS, HOAS, TIMESHARES AND MOBILE HOMES**

**Condominium and Homeowners Association Board Member Certification Form\***

I, \_\_\_\_\_, certify that I have read the Association’s Declaration of Covenants, Articles of Incorporation, Bylaws, and current written rules and policies of:

\_\_\_\_\_  
(Print Name of Association)

I will work to uphold such documents and policies to the best of my ability, and I will faithfully discharge my fiduciary responsibility to the Association’s members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Board Member)

**Note:** Board Member Certification Forms must be completed by all directors within **ninety (90) days** of the election or appointment, or you may submit a certificate of satisfactory completion of the educational curriculum administered by a division-approved education provider. If you fail to timely file the written certification or educational certificate with the Association, you will be suspended from service on the Board until a certificate is filed with the Association.

\*A Board Member certification form 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 and well as section 720.3033(1)(a)-(c), of the Chapter 720, Florida Statutes.

**PLEASE RETURN THIS FORM TO:**

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Attn: Courtyard Homes Community Manager  
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