

**Twin Lakes of Brandon**  
**Homeowners Association**  
**Candidate Information Sheet**

**Interest and Intent:** Secretary position. I am very organized and wish to be a positive influence to my family and our neighborhood by assisting with activities within our community.

**Background:** I was born and raised in San Diego, CA. I am an only child and grew up very close with my parents. We traveled frequently in our motorhome growing up seeing national parks on the west side of the United States. I competed in gymnastics, high school cheerleading and competitive roller skating during my teenage years. My husband and I moved to Twin Lakes of Brandon last August 2021 in search of a neighborhood that we could feel comfortable raising our two daughters in, where they could ride their bikes within the neighborhood safely, where we could get to know our neighbors and build relationships for the years to come. My two daughters are 11 years old and 12 years old (close to 13) and attend Lithia Springs Elementary School and Randall Middle School. My husband and I's goal is to remain in this neighborhood for a long period of time while our kids continue to grow up at Randall Middle School and Newsome High School. We enjoy going to the Florida beaches, visiting Disneyworld and exploring all the sights that Florida has to offer. We love it here! My parents also relocated to Florida in February of this year where they purchased a home in Mulberry, FL. They love to come visit our neighborhood!

**Qualifications:** Currently, I work for GEICO Insurance where I have been employed for 17 ½ years. I am a Bodily Injury Claims Manager where I manage a team of 40-60 associates/supervisors daily. I am also responsible for training within my department. I am often seen as the organizer within my fellow co-workers. Regardless if it's a fun activity, a business meeting or a large presentation, I am the one that organizes the talking points, the one that creates the PowerPoint slides and the one that produces the follow up notes necessary for all those that attended and all those that were not in the presentation.

**Education:** I have a Bachelors Degree in Psychology from San Diego State University. I also hold a Florida Insurance Claims license. In addition, as a member of leadership at GEICO, I continue my education throughout the year not only staying active in my licensing courses, but also leadership courses, presentations and workshops.

# NOTICE OF INTENT

To be a Candidate for the Board of Directors of  
Twin Lakes of Brandon Homeowners' Association, Inc.

As a Twin Lakes of Brandon homeowner, I, *(please print)* Kathylee Heap  
wish to be considered as a candidate for the Board of Directors of the Twin Lakes of Brandon Homeowners'  
Association, Inc. I (circle one) am am not enclosing an Information Sheet (single sided, no larger than 8 1/2"  
by 11") about myself. I understand that I am responsible for the accuracy of the information contained in  
the Information Sheet.

ELIGIBILITY: Per Florida Statute 720.306(9)(b) A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association on the day that he or she could last nominate himself or herself or be nominated for the board may not seek election to the board, and his or her name shall not be listed on the ballot. A person serving as a board member who becomes more than 90 days delinquent in the payment of any fee, fine, or other monetary obligation to the association shall be deemed to have abandoned his or her seat on the board, creating a vacancy on the board to be filled according to law. For purposes of this paragraph, the term "any fee, fine, or other monetary obligation" means any delinquency to the association with respect to any parcel. A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, may not seek election to the board and is not eligible for board membership unless such felon's civil rights have been restored for at least 5 years as of the date on which such person seeks election to the board. The validity of any action by the board is not affected if it is later determined that a person was ineligible to seek election to the board or that a member of the board is ineligible for board membership.

PLEASE NOTE: Per Florida Statute 720.3033(1)(a) Within 90 days after being elected or appointed to the board, each director shall certify in writing to the secretary of the association that he or she has read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members. Within 90 days after being elected or appointed to the board, in lieu of such written certification, the newly elected or appointed director may submit a certificate of having satisfactorily completed the educational curriculum administered by a division-approved

education provider within 1 year before or 90 days after the date of election or appointment.

Date 9.20.22 Signature Kathylee Heap Print Name Kathylee Heap  
Street Address 2806 Winding Trail Dr. City / State / Zip Code Valrico, FL 33596

The Notice of Intent and Information Sheet must be received by the Association  
before 4 P.M. on September 26, 2022

Mail to: Twin Lakes of Brandon Homeowners' Association, Inc.  
4131 Gunn Highway, Tampa, FL 33618  
Email: [rmccreight@greenacre.com](mailto:rmccreight@greenacre.com)