

VILLAGE ON THE GREEN PATIO HOMES

ANNUAL MEETING NOTICE AND ELECTION OF DIRECTORS

To All VILLAGE ON THE GREEN PATIO HOMES Members,

The **ANNUAL MEETING** of **VILLAGE ON THE GREEN PATIO HOMES** will be held at the following **DATE**, **TIME**, and **LOCATION**:

- **DATE / TIME:** Tuesday, January 21, 2025 at 10:00 AM (Sign-In 09:00 AM)
- **LOCATION:** Clubhouse, 2620 Laurelwood Dr, Clearwater, FL 33763

The purpose of the Annual Meeting is to elect directors, and to conduct any other business, as permitted by Florida Statutes and the governing documents of the Association. This year there are 3 openings on the Board. Nominations for Directors can be self-nominated and can be taken from the floor. Enclosed with this notice is a Proxy which will help establish a quorum and represent your vote on business that may arise.

Agenda items are as follows:

1. Call to Order
2. Proof of Notice of the Meeting
3. Certifying of Proxies & Establish Quorum
4. Read or Waive Minutes of Last Members' Meeting
5. President's Report; Treasurer's Report
6. Committee Reports
7. Election of New Directors
 - Call for Candidate Nominations from the Floor
 - Introduction of Candidates
 - Close of Nominations
 - Candidates have read and agree to abide by Association Documents
 - Appointment of Persons to Assist in Counting Ballots
 - Casting of Ballot
8. Motion to close Ballot Box
9. New Business
 - Election Results
 - Announcement & Seating of New Board
10. Adjournment

A quorum of Association Members must be present, in person or by proxy, at the meeting for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a proxy, in order for the Association to conduct business.

BY ORDER OF THE BOARD OF DIRECTORS
Arnie Holder, LCAM

AMERI-TECH COMMUNITY MANAGEMENT, INC.
24701 US Highway 19 N. Suite 102, Clearwater, FL 33763 (727) 726-8000 24hrs (727) 723-1101 Fax

VILLAGE ON THE GREEN PATIO HOMES INC.

SPECIAL ASSESSMENT APPROVAL NOTICE

DECEMBER 20, 2024

Dear Residents of VILLAGE ON THE GREEN PATIO HOMES,

The Board of Directors held a duly called Special Assessment Meeting on **November 19, 2024 @ 1:00 PM**, for the purpose of **covering the cost of repairs to the private sewer lines**.

The Board voted unanimously to approve the total special assessment of **\$40,000.00**.

In addition, any excess Special Assessment funds will be placed into Deferred Maintenance

Please see the breakdown per unit below as dictated within the Village on the Green HOA Declaration. The assessment is as follows:

Assessments per unit – \$275.00

Please make the Special Assessment payment separate from your maintenance fee.

ONE (1) Payment of \$275.00 will be due: March 1st, 2025

Late fees will be assessed on March 16th, 2025

WAYS TO PAY:

- 1. Check Drop Off to Ameri-Tech**
- 2. Mail Check to Ameri-Tech**
- 3. Mail to Lock Box**
- 4. CINC Web Portal**

VILLAGE ON THE GREEN PATIO HOMES
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING

NOTICE is hereby given that the Board of Directors is holding a meeting at the following DATE, TIME, and LOCATION:

- **DATE / TIME:** **Tuesday, January 21, 2025**
Immediately following the Annual Membership Meeting
- **LOCATION:** **Clubhouse, 2620 Laurelwood Dr, Clearwater, FL 33763**

Agenda:

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
 - (1) President; (2) Vice President; (3) Treasurer; (4) Secretary
4. Adjournment

ALL OWNERS ARE WELCOME TO ATTEND

BY ORDER OF THE BOARD OF DIRECTORS
Arnie Holder, LCAM

"Notice of Intent to be a Candidate for the Board"

SELF NOMINATION. (✓) _____ I hereby nominate myself _____ as a candidate for election to the

(VILLAGE ON THE GREEN PATIO HOMES) Board of Directors.

DATE: _____

UNIT #: _____

SIGNATURE: _____

(Signature of candidate)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER _____

I am aware that the following requirements are expected from me if I am elected:

TRANSPARENCY ACT: As a Director I must submit a photocopy of my non-expired driver's license or passport verifying name, date of birth, address, and unique identifier of the document (driver's license number or passport number).

EDUCATION REQUIREMENT: Newly elected or appointed HOA Directors must submit a certificate that they have completed a department-approved educational course within 90 days of their election or appointment to the board.

CERTIFICATION VALIDITY: The completion certificate is valid for 4 years

RECURRING EDUCATION: Directors must complete the course every 4 years

COURSE CONTENT: Training includes financial literacy, transparency, recordkeeping, fines, and meeting notices.

CONTINUING EDUCATION: Directors of associations with fewer than 2500 parcels need 4 hours annually. 2500 or more parcels need 8 hours annually. Non-compliant directors are suspended until they meet the requirements. The board may temporarily fill vacancies during suspensions.

RECORDKEEPING: Associations must retain educational certificates for 5 years for member inspection. Lack of certifications on file does not invalidate board actions.

I AM () AM NOT () enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in my Information Sheet.

**Return to: VILLAGE ON THE GREEN PATIO HOMES
C/O AMERI-TECH COMMUNITY MANAGEMENT INC
24701 US HWY 19 N, Suite 102.
Clearwater, FL 33763**

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

VILLAGE ON THE GREEN PATIO HOMES
PROXY

The undersigned owner(s) or designated voter of Lot No./ Address _____ in
VILLAGE ON THE GREEN PATIO HOMES hereby appoints _____ (*failure to
write in any name shall be deemed an appointment of the President of the Association*) who will serve as
my proxy-holder to attend the Annual Membership Meeting of **VILLAGE ON THE GREEN PATIO HOMES**
to be held **Tuesday, January 21, 2025 at 10:00 AM, at the Clubhouse, located at 2620 Laurelwood Dr.,
Clearwater, FL. 33763**

The proxy- holder named above has the authority to vote and act for me to the same extent that I
would, if personally present, with power of substitution, including the establishment of a quorum, in all matters
before the membership, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS: Check "General Powers" if you want your proxy holder to vote on issues which
might come up at the meeting and for which a limited proxy is not required.

_____ I authorize and instruct my proxy holder to use his or her best judgement on all other matters

Signature of Owner or Designated Voter:

Signature of Co-Owner:

Date:

Print Name:

Print Name:

Date:

SUBSTITUTION OF PROXY HOLDER

The undersigned, appointed as proxy holder above, designates _____
to substitute for me in voting the proxy set forth above. (Print Name)

Dated: _____

(Signature of Proxyholder)

**This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and
any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of
the original meeting for which it was given.**

VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to (727) 723-1101, mailing the proxy to Ameri-Tech Community Management, Inc., 24701 US Hwy 19 N, Suite 102 Clearwater, FL 33763 in the enclosed "Proxy Return Envelope".** You may also bring the proxy with you the night of the meeting. **It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.**
5. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
6. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person if the person you designate as a proxy decides that he or she will be unable to attend the meeting.

The Association will incur additional administrative costs if the meeting is rescheduled due to failure to achieve a quorum

VILLAGE ON THE GREEN PATIO HOMES
Please Return to Ameri-Tech Community Management, Inc.,
24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763
E-mail: aholder@ameritechmail.com – (727) 726-8000 Ext. 273
EMERGENCY CONTACT INFORMATION
FOR OWNER OR TENANT

PROPERTY ADDRESS _____ **UNIT** _____

Please complete the form below by **PRINTING** the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management, Inc. c/o ARNIE HOLDER.

Homeowners Name(s) _____

Resident Address _____ **Unit** _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ **Text Cell Phone: YES or NO**

Email _____ **Cell #** _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ **Phone** _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ **Phone** _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ **Text Cell Phone: YES or NO**

E-mail _____ **Cell #** _____

Number of Person(s) occupying unit

Number of Pets (and type) (If permitted by Docs)

Adults(s) ____ **Children** _____

Dogs ____ **Cats** ____ **Other** ____

Vehicle(s) **Make/Yr.** **Model**

Color **TAG Number**

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

☐ **I give permission to share my personal information (phone numbers, e-mail & address) with other Village On The Green Homeowners Association owners.**