

PINEWOOD VILLAGE OF MELBOURNE HOA INC.

NOTICE TO MEMBERS: IMPORTANT ASSOCIATION UPDATES AND ANNUAL MEETING NOTICE

EFFECTIVE DATE: SEPTEMBER 4, 2026

Dear Members,

This letter is being sent on behalf of the Board of Directors of Pinewood Village of Melbourne HOA, Inc. and serves as a general notice regarding important Association updates. Please consider this letter to constitute the first notice of the Association's Annual Meeting and Election Meeting, to be held as follows:

ANNUAL MEETING NOTICE

DATE: Friday, September 25, 2026
START & END TIME: 7:00 PM local time; anticipated conclusion by 9:00 PM, subject to quorum and the business of the meeting.
ONLINE ACCESS LINK: [https://us06web.zoom.us/meeting/register/tcpsl7wbtbgegf54bojouw](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tcpsl7wbtbgegf54bojouw)
ONLINE MEETING ID: 818 9942 2641
ONLINE MEETING PASSCODE: PVHOA-2026
PHYSICAL ATTENDANCE ADDRESS: 1713 THRUSH DR MELBOURNE, FL 32935 (CLUB HOUSE ADDRESS)

AGENDA: A copy of the agenda is included in this mailer.

PROXY REMINDER: Please remember to submit your completed proxy form, if applicable, as soon as possible. Prompt submission will assist the Association with preparing for the Annual Meeting, determining Member representation, and meeting Quorum requirements. The proxy form is included in this mailer. Send your proxy to BROKER@LOCALPMC.COM and copy on all correspondence PINEWOODVILLAGEMAIL@YAHOO.COM.

NOTICE OF INTENT TO RUN FOR THE BOARD: If you wish to be a candidate for the board at the annual meeting, please send written notice of your desire to be placed on the ballot. Your notice must be received by the Association no later than the date of the meeting. A notice of intent to run for the Board of Directors is enclosed and should be used to signify your intent. Your written intent may be emailed to BROKER@LOCALPMC.COM and copy on all correspondence PINEWOODVILLAGEMAIL@YAHOO.COM, hand delivered at the meeting to the Board of Directors, or mailed (with tracking) to the Association. See page 4 of this letter, for our new mailing address. Email is the recommended and preferred method of submission. You may also submit a resume or statement, which cannot exceed one sheet 8-1/2" by 11" in size. Board positions are volunteer-based.

NEW MEMBER CHECK PAYMENT ADDRESS

The mailing address for HOA check payments has changed. Effective immediately, please mail all check payments to the Association's designated PayHOA payment-processing address:

PINEWOOD VILLAGE OF MELBOURNE HOA, INC.
PO BOX 981506, WEST SACRAMENTO, CALIFORNIA 95798

IMPORTANT: This address is for check payments only. Do not send general mail, written requests, notices, records, or other correspondence to this address. Such items are not processed or received at this location and will not be forwarded to the Association or Management. This is the designated check-payment processing address associated with PayHOA, the Association's approved management, membership, and payment platform/portal. Do not mail checks to 1713 Thrush Dr. Effective October 1, 2026, any checks sent to the 1713 Thrush Drive address may be returned to the sender. Members may either mail their check payments to the new address provided on Page 1 or make payments online through their Member Portal.

**SUBMIT WORK ORDERS, MAKE ONLINE PAYMENTS, REVIEW YOUR FINANCIAL STATEMENT, AND VIEW RECORDS
ON THE NEW ONLINE MEMBERSHIP PORTAL AND WEBSITE.**

Sign up for your online member portal account here:

[HTTPS://APP.PAYHOA.COM/SIGN-UP/43095-PINEWOOD-VILLAGE-OF-MELBOURNE-HOA-INC](https://app.payhoa.com/sign-up/43095-pine-wood-village-of-melbourne-hoa-inc)

IMPORTANT NOTICE REGARDING ACCOUNT BALANCES

PLEASE DO NOT ASSUME THAT AN ACCOUNT DISCREPANCY WILL CORRECT ITSELF. IF YOU BELIEVE YOUR ONLINE FINANCIAL ACCOUNT CONTAINS A DISCREPANCY, PLEASE CONTACT MANAGEMENT PROMPTLY BY EMAILING BROKER@LOCALPMC.COM AND COPYING ON ALL EMAIL CORRESPONDENCE PINEWOODVILLAGEMAIL@YAHOO.COM.

If you are currently working with Management to reconcile and reconstruct your account and receive a balance notice that you believe is incorrect or does not yet reflect records or supporting documentation you have provided, please contact Management promptly by email. Management is actively reviewing, reconstructing, and reconciling each Member's financial account. During this reconstruction period, certain account balances may not yet reflect all payments, credits, charges, adjustments, and or other transactions associated with an account. Members should not assume that a balance notice is accurate during the reconstruction process; however, Members should not simply ignore account notices. If a Member believes a balance is incorrect, the Member must contact Management promptly so the discrepancy can be identified and addressed. Members may also need to provide relevant records or supporting documentation so that Management can review and, where appropriate, update the Member's account.

MEMBER ACTION NECESSARY — OFFICIAL PAYMENT RECORDS REQUESTED

IF YOU HAVE NOT YET PROVIDED YOUR OFFICIAL PAYMENT RECORDS AND SUPPORTING DOCUMENTATION, PLEASE PROVIDE THEM TO MANAGEMENT NOW BY EMAILING BROKER@LOCALPMC.COM. COPY ON ALL CORRESPONDENCE PINEWOODVILLAGEMAIL@YAHOO.COM.

As part of the Association's ongoing financial reconstruction and account reconciliation project, Management and the Board request that all Members provide copies of their available official payment records and supporting documentation to Management via email so that each Member account can be properly reviewed, verified, reconstructed, and updated. Management is working individually with each household as they reach out as part of this process. Please provide any official records in your possession that may assist Management and the Board in verifying your account, including, but not limited to: Cancelled checks; Bank records showing payments made to the Association; Bank statements showing an Association assessment payment clearing your account; Payment confirmations; Receipts; Prior account statements; Correspondence relating to payments or account balances; and Any other official documentation that may assist in verifying your account history. The information and records provided by Members are important in assisting Management in verifying prior payments, identifying and resolving discrepancies, correcting account balances where appropriate, and completing the reconstruction and reconciliation of the Association's financial and Member account records. If you have already provided your records and supporting documentation to Management, you do not need to resubmit them unless Management contacts you requesting additional information. If sufficient supporting documentation is not available or provided to substantiate a requested correction, credit, payment, adjustment, or other account discrepancy, Management and the Board may rely upon the Association's records and other information reasonably available to them when reconstructing and reconciling the account. For these reasons, Members are requested to provide any available documentation that may assist Management and the Board in establishing a complete and accurate account history.

ASSOCIATION RECORD RECONSTRUCTION AND ACCOUNT RECONCILIATION UPDATES

In January 2026, the Board decided that volunteers would first attempt to reconstruct the Association's financial and Member account records before turning the project over to Management. By July 2026, the reconstruction was still incomplete. The incomplete records were affecting Management's ability to fully perform certain services for the Association. After discussing the matter, the Board decided to transition the financial reconstruction and reconciliation work to Management. Under the Board Resolution approved on July 7, 2026, Management was given 90 calendar days to work through the reconstruction, provided that the necessary records and information are received in a timely manner. The completion timeline depends on the availability, accuracy, and completeness of Association records, bank records, supporting documentation, Member records, and information from the Board and Members. Delays in receiving necessary records may affect the completion date. Management is currently working to review, organize, reconstruct, verify, and reconcile the Association's financial and Member account records. This includes reviewing bank statements, financial records, Member ledgers, payment histories, supporting documentation, and other records

relevant to the reconstruction. To date, Management has completed: Reconciliation of the Association's current bank account; Updating multiple Member accounts for Members who have communicated with Management and provided supporting records; Reconciliation of one Wells Fargo account; and Review and processing of the available 2026 records for another Wells Fargo account. Management continues to process the accounts and records received and is still awaiting certain Member records, as well as older bank records currently being processed by the bank. Management continues to request and process supporting documentation from Members, which is necessary to complete the remaining financial reconstruction and reconciliation. Because this is a major financial reconstruction project that began prior to the current Management Company being hired, this work is being performed as an additional service outside the normal scope of routine management services. At the next Board Meeting, Management and Vice President Joe may provide an update on the work completed and an invoice for the additional services performed. The meeting date and time will be announced separately from this mailer. The Board and Management appreciate the Members and volunteers who have provided records and assistance throughout this process. We also ask for continued patience, cooperation, and understanding, as one Manager is handling this extensive project in addition to the Association's regular management responsibilities. Thank you for your continued cooperation, patience, and support as we work to bring the Association's financial records as current and accurate as reasonably possible.

INDEPENDENT CPA REVIEW BEING CONSIDERED FOLLOWING RECONSTRUCTION

As an additional financial safeguard, and as recommended by Management, the Board considered obtaining proposals from qualified Certified Public Accountants (CPAs) to independently review the Association's financial reconstruction project following its completion. Any CPA engagement requiring additional Board approval will be presented to the Board for consideration, as appropriate. Depending on the scope and cost of any proposed CPA engagement, a budget amendment, special assessment, or other financial consideration may be necessary. If the CPA review identifies additional accounting work, funding requirements, corrective measures, and or a potential special assessment requiring Board consideration, those matters will be presented to the Board at a future duly noticed meeting, as applicable. The purpose of the potential CPA review is to provide an additional level of professional financial review following completion of Management's reconstruction and reconciliation work.

UPDATED PROCEDURES FOR ESTOPPEL CERTIFICATE REQUESTS AND PROCESSING

At the July 7, 2026 Board Meeting, the Board of Directors ratified and approved Management's authority to prepare and process estoppel certificates on behalf of the Association using the best available Association records and to reconcile account information to the extent reasonably possible. Effective immediately, Members involved in the sale, transfer, and or refinancing of a property may be requested to provide proof of payment and or other supporting documentation when necessary to verify and reconcile their account information. Because the Association's historical financial records are currently undergoing reconstruction and reconciliation, account information associated with an estoppel request may require additional review, verification, and supporting documentation. Members are therefore encouraged to maintain copies of their payment records and to respond promptly to any request from Management and or the Board of Directors for supporting documentation, particularly when an estoppel certificate is required in connection with a pending sale, transfer, and or refinancing transaction. Attached to this notice are Management's procedures, instructions, and applicable fees for estoppel certificate and resale/transfer processing, as approved by the Board of Directors. Members, title companies, closing agents, and other parties requesting these services should review the attached procedures and fee schedule before submitting a request. Any applicable fee is the responsibility of the Member as it relates to the Association; however, a Member may negotiate as part of a sale, transfer, and or other transaction for another party, including a real estate professional or other party to the transaction, to pay the fee on the Member's behalf. Any such arrangement is strictly between the Member and the applicable third party and does not alter the Member's responsibility to the Association.

NEW ADDRESS FOR LEGAL MATTERS

The mailing address for legal matters to Pinewood Village of Melbourne HOA, Inc. has changed. Effective immediately, please mail all legal matters to the Association's appointed attorney at the following address:

BRENNAN GROGAN, P.A., D/B/A FLORIDA ASSOCIATION ATTORNEYS
824 W. INDIANTOWN RD, JUPITER, FLORIDA 33458

NEW ADDRESS FOR GENERAL MAIL, WRITTEN REQUESTS, RECORDS, AND NOTICES

The general mailing address for general mail, written requests, records, and notices to Pinewood Village of Melbourne HOA, Inc. has changed. Effective immediately, please mail all general mail, written requests, records, and notices to management at the following address:

ELITE CLASS PROPERTY MANAGEMENT & REAL ESTATE COMPANY
ATTN: PINEWOOD VILLAGE OF MELBOURNE HOA INC.
950 MALABAR RD SW, 110519, PALM BAY, FL 32907

IMPORTANT: Do not send any payments here. See page 1 for information on where to send checks to. See page 2 for information on how to set up your online membership account to make online payments.

UPDATED ASSOCIATION FORMS AND MEMBER INFORMATION

At the July 7, 2026 Board Meeting, the Board of Directors approved Management's authority to implement new and updated forms as part of the Association's administrative transition and ongoing records update. The following forms are intended to assist Management, the Board of Directors, and the Association in maintaining accurate and current Member, property, occupancy, and Association records.

- **MEETING ATTENDANCE SIGN-IN:** Members attending Association meetings may use the following form to document attendance:
[HTTPS://FORM.JOTFORM.COM/261724990230153](https://form.jotform.com/261724990230153)
- **RESALE PACKET:** Members selling, transferring, or conveying their property should complete the Association's Resale Packet:
[HTTPS://FORM.JOTFORM.COM/261668976852174](https://form.jotform.com/261668976852174)
- **UPDATE CONTACT INFORMATION PACKET:** Members should use the following form to update their contact information, mailing information, lease or occupancy status, and applicable Owner or Tenant contact information:
[HTTPS://FORM.JOTFORM.COM/261668734890168](https://form.jotform.com/261668734890168)

Members are requested to keep their contact and property information current with the Association and Management, so that notices, communications, and other important matters can be properly delivered.

ASSOCIATION WEBSITE TRANSITION NOTICE

The Board of Directors has approved the transition of the Association's website from the current website to the Association's new PayHOA website. The website transfer is currently in process. Effective immediately, Members are encouraged to begin using the new Association website at: PVMHOA.SITE.PAYHOA.COM. The Association's prior website, WWW.PINEWOODVILLAGEHOA.COM, is in the process of being transitioned and shall no longer be relied upon as the primary source for current Association information. The new website, managed by Management and overseen by the Board, will serve as the Association's primary online resource for Association information, notices, forms, records, and other available materials. Additional information regarding the website transition, including any further updates or changes, will be provided to a separate notice at a later date. During this transition, Members who are unable to locate a particular Association record, document, form, or other information on the new website should contact Management directly via email or submit a request in their Member Portals for assistance and to request available Association records. Management appreciates the Members' cooperation, patience, and understanding during this administrative transition.

VOLUNTEERS NEEDED — LOOKING TO GET INVOLVED?

If you are interested in volunteer opportunities please email Management at BROKER@LOCALPMC.COM and copy on all correspondence PINEWOODVILLAGEMAIL@YAHOO.COM.

Thank you all again for your patience, cooperation, and continued participation as we work together through these important Association matters and updates.

Sincerely,
The Board of Directors
Pinewood Village of Melbourne HOA Inc.