

PINEWOOD VILLAGE OF MELBOURNE HOA INC.
ANNUAL MEMBERSHIP MEETING AGENDA

MEETING DATE: Sep 25, 2026

AGENDA CREATED ON: Sep 4, 2026

APPROVED FOR DISBURSEMENT TO MEMBERSHIP BY THE BOARD ON: Sep 8, 2026

MEETING TIME: 7:00PM (Local Time); anticipated conclusion by 9:00 PM, subject to quorum and the business of the meeting.

ONLINE ACCESS LINK: <https://us06web.zoom.us/join/9876543210>
ONLINE MEETING ID: 818 9942 2641
ONLINE MEETING PASSCODE: PVHOA-2026
PHYSICAL ATTENDANCE ADDRESS: 1713 THRUSH DR MELBOURNE, FL 32935 (CLUB HOUSE ADDRESS)

NOTICE: See [IMPORTANT DISCLOSURES & INFORMATION](#) for important disclosures, information, and details.

AGENDA:

1. CALL TO ORDER

Meeting called to order on (month, day, year) _____ at (time) _____ ☐ A.M. ☐ P.M.

2. PROOF OF NOTICE

3. ESTABLISH MEMBERSHIP QUORUM

- 4. ELECTION PROCEDURES:** Presentation of candidates identified by the Nomination Committee, as applicable. Confirmation of candidates who have submitted their intent to run, as applicable. Nominations from the floor, if permitted under the Association's governing documents. Explanation of voting and ballot procedures (e.g., pursuant to the governing documents and applicable law). Closing of nominations.

- 5. ELECTION OF BOARD OF DIRECTORS:** Review the applicable voting procedures with the Membership (e.g., pursuant to the governing documents and applicable law). Confirm the candidates presented by the Nomination Committee and any additional candidates properly nominated from the floor, as applicable. Distribute or identify the applicable election ballots and voting materials. Review and verify submitted proxies and ballots, as applicable. Conduct the election for the available Board of Directors positions. Collect and secure all authorized voting materials. Tabulate the votes in accordance with the Association's governing documents and applicable requirements. Determine the candidates receiving the required votes for the available Board positions. Announce the election results.

6. ANNOUNCEMENT OF ELECTION RESULTS

7. MEMBER QUESTIONS OR COMMENTS REGARDING THE ELECTION

8. ADJOURNMENT

Meeting adjourned on (month, day, year) _____ at (time) _____ ☐ A.M. ☐ P.M.

IMPORTANT DISCLOSURES & INFORMATION

ABBREVIATIONS / LANGUAGE:

- **CAM:** Community Association Manager
- **MANAGER:** Elite Class Property Management & Real Estate Company

IMPORTANT DISCLOSURES:

1. **ASSOCIATED DOCUMENTS:** When available and practicable, associated documents may be made available for member review prior to the meeting. Members are encouraged to request and review any available associated documents or materials in advance to become familiar with agenda items and better prepare for the meeting. Associated documents may not be available for all agenda items or meetings, except as otherwise required by the Association's governing documents and or applicable law.
2. **BOARD ACTION ITEMS:** Agenda items may be discussed, deliberated upon, voted upon, deferred, tabled, referred for further review, or otherwise acted upon by the Board as deemed appropriate.
3. **BOARD ACTIONS & RESOLUTIONS:** All board actions require a majority vote at a properly noticed meeting. When applicable, resolutions may be prepared and executed after the meeting, including via electronic signature, and will be reflected in the official records.
4. **MEETING END TIME DISCLAIMER:** The meeting end time is approximate. The meeting may conclude early or may extend up to thirty (30) minutes beyond the scheduled end time, at the discretion of the Board Chair, Manager, and or venue.
5. **MEETING MINUTES:** The minutes of this meeting will be presented to the Board of Directors for review and approval at a future board meeting. Once approved, the minutes shall become part of the Association's official records and will be made available in accordance with the governing documents and applicable law.
6. **MEETING STATUS:** Open Board Meeting with Member Discussion. Members may attend in person (subject to venue capacity limitations) or remotely via Zoom using a phone, laptop, desktop computer, tablet, or other compatible device through the meeting link provided.
7. **MONITORING, RECORDING, & USE OF AI TECHNOLOGY DISCLOSURE:** This meeting may be monitored and audio and or video recorded by the Manager/CAM. AI-assisted technology may also be utilized in connection with this meeting and the administration of Association affairs. By attending or participating in this meeting, attendees acknowledge and consent to such monitoring, recording, and use of AI-assisted technology.
8. **PHYSICAL ATTENDANCE:** For physical attendance, all physical attendees are encouraged to arrive at least 15-minutes early to be guided to the conference room. Please note that physical attendance is subject to venue capacity limitations. If venue capacity is reached, Members may attend the meeting via Zoom.

HAVE QUESTIONS?

Please email CAM at BROKER@LOCALPMC.COM and copy on all email correspondence PINWOODVILLAGEMAIL@YAHOO.COM