PINEWOOD VILLAGE OF MELBOURNE HOA, INC.
BOARD MEETING AGENDA

MEETING DATE: Jul 7, 2026

CREATED ON: Jul 1, 2026

APPROVED FOR DISBURSEMENT TO MEMBERSHIP BY THE BOARD ON: Jul 2, 2026

MEETING TIME: 11:00 AM – 12:00 PM (Eastern Time)

ZOOM ACCESS PROVIDED FOR MEETING: Members may attend this meeting from their mobile devices or desktop computers:

HTTPS://US06WEB.ZOOM.US/J/81615680122?PWD=JULSNWUB9BRTS9YNRZN16KF7HTLA5R.1

MEETING PHYSICAL ADDRESS: 1713 Thrush Dr, Melbourne, FL 32935 – HOA Clubhouse

NOTICE: See IMPORTANT DISCLOSURES & INFORMATION for important disclosures, information, and details.

ASSOCIATED DOCUMENTS LINK: When available and practicable, associated documents related to this meeting may be made available for member review. The link below does not guarantee that documents will be available prior to the meeting. Members may access any available associated documents available to them using the link provided below:

HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/1YFLP6D17AZQMKSMSPNNZXI7Z6HKIDTRG?USP=SHARING

AGENDA:

1. **CALL TO ORDER:**
   a. Meeting called to order on (month, day, year) _________________ at (time) _______________ ☐ A.M. ☐ P.M.
2. **ROLL-CALL**
3. **ESTABLISH QUORUM**
4. **APPROVAL OF PRIOR MEETING MINUTES**
5. **DIRECTOR REPORTS (IF ANY)**
6. **CAM REPORTS (IF ANY)**
7. **OLD BUSINESS:**
   a. FINANCIAL RECONSTRUCTION PROJECT UPDATE
   b. MEMBERSHIP DIRECTORY RECONSTRUCTION UPDATE
   c. DELINQUENT ASSESSMENT RECONCILIATION AND COLLECTION STATUS
   d. TREE TRIMMING PROPOSALS
   e. STORAGE DOOR REPLACEMENT
   f. LANDSCAPING PROPOSALS AND BUDGET CONSIDERATIONS

g. IRRIGATION SYSTEM UPDATE (IF APPLICABLE)

h. LATE FEE POLICY AND LEGAL REVIEW (IF APPLICABLE)

i. HANDYMAN PROJECT STATUS (IF APPLICABLE)

8. **NEW BUSINESS:**

a. **BOARD GOVERNANCE**

i. **ACCEPTANCE OF RESIGNATIONS (Board Vote Required):** Consider and, if appropriate, accept the resignation of any Director, Officer, committee member, or volunteer, as applicable.

ii. **BOARD APPOINTMENTS AND ASSIGNMENTS (Board Vote Required):** Appointment of Board Officers, assignment of Director responsibilities, and appointment of committee members and committee liaisons, as applicable.

iii. **ELECTRONIC VOTING AUTHORIZATION (Board Vote Required):** Consider authorization for electronic voting, if permitted by the Association's governing documents and applicable law.

iv. **BUDGET AMENDMENTS:** Discussion regarding potential amendments to the current budget to prioritize Association projects. No budget amendment will be adopted at this meeting unless otherwise permitted by law.

b. **FINANCIAL RECONSTRUCTION PROJECT:**

i. **RATIFICATION OF TRANSITION OF FINANCIAL RECONSTRUCTION PROJECT (Board Vote Required):** Ratify the transition of the Association's financial reconstruction project from volunteer oversight to professional management by the CAM. The Vice President shall oversee the project in coordination with the CAM. The tentative project completion timeline is within ninety (90) calendar days from the effective date of the Board's approving resolution, subject to Member cooperation, the availability and completeness of Association records, receipt of supporting documentation, and other factors that may reasonably affect the project's completion.

ii. **CPA REVIEW OF FINANCIAL RECONSTRUCTION PROJECT (Board Vote Required):** Consider authorizing the BOD and the CAM to identify and obtain proposals from qualified CPAs to perform a review of the Association's financial reconstruction project upon its completion. The selected CPA engagement shall be subject to subsequent Board approval, if required. Any additional funding or special assessment determined to be necessary following the CPA's review will be presented to the BOD for consideration at a future duly noticed meeting.

c. **MANAGEMENT & ADMINISTRATION:**

i. **MANAGEMENT AGREEMENT (Board Vote Required):** Review and consider approval of a revised Management Agreement with the CAM. The CAM has revised its standard Management Agreement and Terms of Service, requiring a new agreement regardless of whether the Association elects to remain on a month-to-month term or enter into a fixed-term agreement. The proposed agreement includes the option to remain on a month-to-month term or to elect a one-year, two-year, or three-year term. The CAM is offering monthly management fee discounts of $50.00 (one-year term), $100.00 (two-year term), and $150.00 (three-year term), respectively, for fixed-term agreements, while the scope of services and management hours will remain unchanged, subject to the terms and conditions of the proposed agreement.

ii. **AUTHORIZED BANK SIGNERS (Board Vote Required):** Review and consider adoption of a Board Resolution updating the list of authorized signers on the Association's bank accounts, including the addition of the CAM as an authorized signer, as appropriate, subject to the Management Agreement and applicable banking requirements.

iii. **RATIFICATION OF ESTOPPEL CERTIFICATE PROCESSING BY CAM (Board Vote Required):** Ratify the delegation of authority to the CAM to prepare and process estoppel certificates on behalf of the Association pursuant to the CAM's current fee schedule and rates, the Management Agreement, and applicable law. Due to the Association's ongoing financial reconstruction project and incomplete historical records, the CAM is authorized to prepare estoppel certificates using the best available Association records and to reconcile account information to the extent reasonably possible. Members are requested to maintain accurate payment records and may be requested to provide proof of payment or other supporting documentation to assist in verifying and reconciling their account records, as needed.

iv. **HOA PROCEDURES, FORMS, AND DOCUMENTS UPDATE (Board Vote Required):** Review and consider approval of updated Association procedures, forms, and documents.

- **MEETING ATTENDANCE SIGN-IN:** **HTTPS://FORM.JOTFORM.COM/261724990230153** Form used to record attendance at Association meetings.
- **RESALE PACKET:** **HTTPS://FORM.JOTFORM.COM/261668976852174** Form used for members selling, transferring, or conveying property.
- **UPDATE CONTACT INFORMATION PACKET:** **HTTPS://FORM.JOTFORM.COM/261668734890168** Form used to update contact information, including lease or occupancy status and owner or tenant contact details.

v. **RATIFICATION OF HOA WEBSITE AND MEMBER PORTAL (Board Vote Required):** Consider ratification of the Association's website and PayHOA Member Portal and determine whether to retain the Association's existing domain name (**HTTPS://WWW.PINEWOODVILLAGEHOA.COM**) or authorize migration to a new domain managed by the CAM.

HTTPS://APP.PAYHOA.COM/SIGN-UP/43095-PINEWOOD-VILLAGE-OF-MELBOURNE-HOA-INC

9. MEMBER COMMENTS

10. 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 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 the CAM at **BROKER@LOCALPMC.COM** and cc on all correspondence **HAWKSRIDGEHOA@OUTLOOK.COM**