



## Melissa Oaks Homeowners Association

P.O. Box 6232  
Navarre, FL 32566-1833

February 2020

### Notice of the Annual Meeting

Homeowners,

- In this packet of materials, you will find:
  1. The meeting agenda
  2. A copy of the 2021 Annual Budget
  3. Proxy voting form.
  4. List of Nominees
- Notice of the 2021 homeowner assessment has been sent separately.

#### **ANNUAL MEETING OF THE MELISSA OAKS HOMEOWNERS' ASSOCIATION**

*Monday March 8, 2021*

*St. Sylvester Catholic Church*

*6464 Gulf Breeze Parkway, Gulf Breeze*

*7:00 PM*

**VERY IMPORTANT:** At the annual meeting, a *quorum* is defined as those owners present at the meeting. The members present (or represented by proxy) at this meeting will elect the association's board of directors for 2021. A minimum of three and a maximum of nine directors may be elected to the board. The actual number of directors to be elected will be determined by those present at the meeting. The candidates receiving the highest number of votes will be elected.

To date, only 1 member has accepted nomination for the 2021 board of directors. Additional nominations may be made by contacting any board member prior to the meeting. Nominations will also be accepted from the floor at the meeting.

**Your participation is vital to the future of our homeowner's association.** Participation in this process can be accomplished in one of two ways. One is to be present at the meeting, and the other is to proxy your vote to another homeowner. Hopefully, each of us will exercise one of these options so that all 57 homeowners will be active in the governance of our association.

See you at the meeting!

Mitzi Williams  
2020 President  
Melissa Oaks Homeowners Association

**MELISSA OAKS HOMEOWNERS ASSOCIATION, INC.**

**ANNUAL MEETING AGENDA**

**ST. SYLVESTER CHURCH  
6464 GULF BREEZE PKWY GULF BREEZE, FL 32563**

March 8, 2021

**Call to order – President Williams**

- I. Calling of the role and certifying proxies – Secretary of the Board**
- II. Proof of notice of meeting – Secretary of the Board**
- III. Opening Address – President Williams**
- IV. Reading of the minutes of the last annual meeting of February 3, 2020 (Motion)**
- V. Treasurers Report – Treasurer of the Board**
- VI. Previous year income and expense**
- VII. 2021 Budget**
- VIII. Committee Reports**
- IX. Election of Directors**
- X. Number of Directors to be elected (Motion)**
- XI. Nominating Committee report**
- XII. Nominations from the floor**
- XIII. Election, tabulation, and announcement of 2021 Directors (Motion)**
- XIV. Old Business**
- XV. New Business**
- XVI. Open Forum**
- XVII. Adjournment**



## Melissa Oaks Homeowners Association

P.O. Box 6232  
Navarre, FL 32566-1833

### 2021 Melissa Oaks HOA Budget

**Annual Assessment** \$100

#### Income

Dues	5,700
Late Fees	150
Estopples, Etc.	<u>100</u>
<b>Total Income</b>	5950

#### Expenses

Accounting	200
Filing fees	70
Attorney fees	1500
Insurance	1200
Lawn Service	1300
Landscaping	500
Meeting room	250
P.O. Box	120
Postage and Supplies	250
Bank fees	50
Electric	460
Website	<u>50</u>
<b>Total Expenses</b>	5950

**Net operating revenue** 0

#### Estimated including remaining 2020

Cash at beginning of year 12,832 Exp.

Cash at end of the year 12784 Estimated



Melissa Oaks Homeowners Association
P.O. Box 6232
Navarre, FL 32566-1833

REVOCABLE PROXY FORM

Dear Member,

The annual meeting of the Melissa Oaks Homeowners Association Members will be held at 7:00 PM on Monday, March 8, 2021. We will be electing the 2021 board of directors for the association at that time.

As authorized in the association's bylaws, homeowners may name a proxy, allowing another member to cast vote(s) for you. If you are unable to attend the annual meeting, naming a proxy enables you to be represented in the voting for the board of directors and any other votes that may occur. The term "revocable" means that you may withdraw this authority for any reason prior to the meeting. If you attend the meeting and have previously named a proxy, you may revoke the proxy at that time and vote yourself.

Instructions:

- 1. Name your proxy (must be a Melissa Oaks homeowner of record), and
2. Fill in the address of your property, and
3. Sign the form. The form must be signed by each person having an ownership interest in the property for which the proxy is being granted.
4. Return this form to the person named as your proxy, directly to the secretary of the association, or by mail to P.O. Box 6232, Navarre Florida 32566. All proxies must be on file with the secretary of the association prior to the appointed time of the meeting.

=====

1. I hereby authorize:

Name of Proxy

Address of Proxy

to cast vote(s) for me/us at the annual meeting of the members of the Melissa Oaks Homeowners Association, Inc. to be held on Monday, March 8, 2021. This person may vote in my/our absence on all matters requiring a vote of members, including but not limited to, the election of directors.

2. Address of Property in Melissa Oaks for which the Proxy is granted

3. All parties having a legal ownership interest in the property must sign for this proxy to be valid.

Signature

Date

Signature

Date

If the property is owned by a corporation or trust, please provide a corporate resolution or other proper documentation.



**Melissa Oaks Homeowners Association  
P.O. Box 6232  
Navarre, FL 32566-1833**

**Nominees for Election to the  
2021 Board of Directors (None to Date)**

---

---

---

---

---

---

---

---