

**FINAL NOTICE OF ANNUAL MEETING OF MEMBERS
AND ELECTION OF DIRECTORS MEETING & 2024 BUDGET
MEETING
FOR
TWIN VILLAS HOMEOWNER'S ASSOCIATION, INC.**

Notice is hereby given that the 2025 Budget Meeting will be held Tuesday November 12, 2024 at the Pin Oak Clubhouse at 5:00 PM and the Annual Meeting of the Members and Election of Directors for Twin Villas Homeowners Association, Inc., will immediately follow the adjournment of the Budget meeting.

Enclosed for your review is the proposed 2025 budget and the reserve funding schedule. After the approval of the Budget, the Annual meeting will start.

Judith Hopkins and Elizabeth A. Perry have volunteered to be candidates for the Board of Directors. As there are three openings and two candidates, nominations from the floor will be accepted.

Enclosed is a LIMITED PROXY to be executed **if you do not plan** to attend the Annual Meeting. It is very important that you fill out the Proxy and return it in the envelope provided or scan it and e-mail to it to Coastal Management at customerservice@coastalstheone.com prior to the meeting so that a quorum can be established.

A Meeting Agenda is enclosed for your information.

Please mark your calendar and plan to attend this important Annual Meeting.

Thank you for your cooperation.

Sincerely,



Suzie Butler, LCAM
For and on Behalf of the Board of Directors

November 16, 2024

Enclosures

TWIN VILLAS NEIGHBORHOOD ASSOCIATION
BOARD OF DIRECTORS ANNUAL MEETING and 2025 BUDGET MEETING

Tuesday November 12, 2024 – 5:00PM

Pin Oak Clubhouse

AGENDA

- 1. Determination of Quorum**
- 2. Call to Order**
- 3. Proof of Meeting Notice**
- 4. Minutes 2023 Board of Directors Meetings:**
 - a. November 7, 2023 – Annual/Budget 2024 Meeting**
 - b. November 7, 2023 – Organization Meeting**
- 5. Presidents Report**
- 6. New Business:**
 - a) 2025 Proposed Budget**
 - b) New payment system (through Paramount Tax Services)**
 - c) Roof Status and Roof Cleaning**
 - d) Reserve Funding and Villa Painting**
 - e) Nominations from the Floor.**
 - f) 2025 Board of Directors**
 - g) Discussion - Merger with JBCC HOA**
- 7. Adjournment**

Limited Proxy Form

KNOW ALL PERSONS BY THESE PRESENTS:

The undersigned owners, or their voting representative, of property located at (address) _____ in Twin Villa Homeowners Association, Inc. hereby constitute and appoint the Secretary of the Association, his designee, or _____, as nominee, and proxy with powers of substitution for and in the name and place of the undersigned, to appear, represent, and cast votes only as I specifically instruct in reference to the following matters to come before the Twin Villa Homeowners Association, Inc., Annual Meeting to be held on Tuesday November 12, 2024 at 5:00 PM at the Pin Oak Clubhouse, Jensen Beach, FL.

General Powers

_____ I hereby authorize and instruct my proxy to use his or her best judgment on all matters which properly come before the meeting as may be authorized by section 720 Florida Statutes.

Limited Powers

_____ I hereby cast my vote for the Board of Directors as follows (vote for no more than three (3) candidates):

Judith Hopkins _____

Elizabeth A. Perry _____

Write In _____

Write In

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done on the premises, whether at the meeting referred to above, or at any change, adjournment, or continuation of it, and revoke all prior proxies previously executed.

Dated : _____

OWNER

OWNER

"SUBSTITUTION" OF " PROXY

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above.

Dated: _____

PROXY

THIS PROXY IS REVOCABLE BY THE HOMEOWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL CONTINUATION OR ADJOURNMENT THEREOF. IN NO EVENT SHALL THIS PROXY BE VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

Twin Villas Homeowners Association, Inc.
 Proposed Budget January 1, 2025 through December 31, 2025

	<u>Budget Yr</u> <u>2024 Budget</u>	<u>YTD ACTUAL</u> <u>Jul-24</u>	<u>As of 12/31/24</u> <u>PROJ YR END</u>	<u>2025</u> <u>Budget</u>	<u>Per Quarter</u> <u>Per Unit</u>
<u>INCOME:</u>					
Member Assessments:	70,000.00	40,844.00	70,018.29	76,510.48	382.55
Late Fees:	0.00	0.00	0.00	0.00	
Total Income:	70,000.00	40,844.00	70,018.29	76,510.48	\$383
<u>EXPENSE:</u>					
<u>Administrative Services:</u>					
Management & Bookkeeping Services	4,130.00	2,365.00	4,054.29	5,300.00	
Year End Report & Tax Prep	185.00	0.00	249.00	399.00	
Legal Fees	375.00	0.00	0.00	375.00	
Office Supplies	375.00	142.00	243.43	375.00	
Fees & License	61.25	61.25	61.25	61.25	
Insurance	1,680.00	858.00	1,815.84	955.23	
Administrative Total	6,806.25	3,426.25	6,423.80	7,465.48	
<u>Landscaping & Irrigation:</u>					
Landscape Contract	25,080.00	14,630.00	25,080.00	26,334.00	
Landscape Extras	0.00	0.00	0.00	0.00	
Irrigation Contract & Repairs	3,239.00	1,200.00	2,057.14	3,239.00	
Fert/Disease/Pest	9,249.00	5,191.00	8,898.86	9,280.00	
Total Landscape	37,568.00	21,021.00	36,036.00	38,853.00	
<u>Maintenance & Repairs</u>					
Misc. Repairs & Maint	500.00	0.00	0.00	500.00	

2025 Reserve Funding Pooling Method
Proposed
Twin Villa Homeowners Association, Inc.

	Useful Life	Remaining Life	Cost to Replace	Future Funding	2025
PAINTING	8	1	92,000	92,000	92,000
			\$ 92,000	\$ 92,000	\$ 92,000
ANTICIPATED CASH BALANCE AT 12/31/2024					
			62,309	\$	1
AMOUNT STILL TO BE FUNDED					
			29,691		
NUMBER OF YEARS IN PROJECTION					
			1		
2025 Funding					
			\$	29,692	

Roofs cleaning removed as new roof styles have been permitted
Painting 6years add 25% 14600.00