

Turtlegrass Villas Association, Inc.

P. O. Box 27075
Panama City, FL 32411

January 10, 2025

Second Notice of Annual Meeting

TO: All Unit Owners

NOTICE is hereby given of the Annual Meeting of the Members of Turtlegrass Villas Association, Inc. to be held at the date, hour and place noted below:

DATE: Friday, February 7, 2025

HOOR: 5:00 p.m., CST

PLACE: Conference Room of the Bay Point Community Association Office. Videoconference information is listed below.

PURPOSE: To conduct any business that may lawfully come before the members.

Topic: Turtlegrass 2025 Annual Meeting

Time: February 7, 2025, 5:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82222917011?pwd=HpEUonkPqsbk3Rki819HguqQeR40oF.1>

Meeting ID: 822 2291 7011

Passcode: 932386

One tap mobile

+13052241968,,82222917011#,,,932386# US

+16469313860,,82222917011#,,,932386# US

- AGENDA:**
1. Calling of roll and certifying of proxies
 2. Proof or Waiver of Notice of Meeting
 3. Reading and Approval of Minutes of Prior Annual Meeting
 4. Financial Report
 5. Committee Reports and Officer Reports
 6. Old and New Business
 7. Open Forum
 8. Adjourn

PLEASE TAKE NOTICE OF THE FOLLOWING:

AGENDA: As required by law, the meeting agenda is included with this notice. Also enclosed are copies of all supporting materials. Please carefully review the enclosed and **SAVE YOUR MATERIALS to have available during the meeting for your reference.** If you have any questions concerning this meeting, or the operation of your condominium, any board member will be pleased to assist you.

PROXIES: If you cannot participate in person or by videoconference, it is important that you designate by proxy both so that the necessary quorum requirements can be met, and so that your proxy can vote for you as allowed on the non-board election issues at the meeting. A proxy form is enclosed and should be completed and returned to the association in the envelope provided. The proxy form must be signed either by ALL owners, or by the owner designated in the Voter Authorization Certificate.

WE ASK THAT EVERYONE RETURN A PROXY, whether you are unable to attend or even if you plan to attend by video conference, so that we can have a quorum of members and conduct the necessary business.

VOTING: There shall be allowed only one (1) vote per unit, said vote, in the event of multiple ownership of a unit, to be divided equally among all the owners thereof and cast as fractional votes, or by agreement of the multiple owners, cast by one of their number.

VOTER AUTHORIZATION CERTIFICATES: As of the date of the preparation of this notice, the Association has on record the Voter Authorization Certificates reflected on the enclosed list, which remain valid until changed or revoked. **If the wrong name is listed next to your unit, you need to fill out and return the Voter Authorization Certificate. The listed Owners of units 307, 315, 316, 322, 326, 330, 342, 346 and 348 are WRONG.** Those owners need to fill out and return the enclosed form. **I need a signed piece of paper from the owner on file**, i.e., I can't just correct the form. If the correct name is listed, you do not need to complete the form.

If you plan to be present for the meeting, and title to your unit is held in more than one name and you wish to but have not designated one such owner to vote, or if title to the unit is in the name of a Corporation or a Partnership, or if you wish to change the authorized voter, you must file with the Secretary prior to the meeting. This form is enclosed and should be completed and returned to the association in the envelope provided. The Voter Authorization Certificate must be signed by ALL owners.

BOARD OF DIRECTORS ELECTION: Five vacancies exist on the Board of Directors and five owners have submitted their names as candidates so they are automatically appointed to the Board and no election is required. They are Vanessa Morris, Ben Leverette, Tracy Knowles, John Kline and Darren McDaniel.

LIST OF OWNERS: In accordance with 607.0720, Florida Statutes, a complete list of all owners with their addresses and number of votes, will be available for inspection at least 10 days before, and at this meeting.

BOARD MEETINGS: As required by the bylaws of this association, a regularly scheduled organizational meeting of the Board of Directors will be held immediately following in the conference room and by the video conference method. As with any meeting of the board, all unit owners are invited. As required by law, the agenda of the board organizational meeting follows:

1. Call roll
2. Election of Officers
3. Old and New Business
4. Adjourn

ADDITIONAL INFORMATION: Enclosed is a copy of the 2025 Budget that was adopted at the 12/18/24 Budget Meeting of the Members. Also enclosed is an updated questionnaire that all owners need to fill out and return. You can use the same return envelope for the proxy form, voter authorization certificate, and directory questionnaire. If you have any questions, please feel free to contact me.

TO RECAP: It is very important for you to either attend the meeting or submit your Proxy in order for the business of the association to be carried out. A total of 25 proxies or unit members present is needed to establish a quorum. Please insure that you have included the following in your return information or bring it with you to the meeting:

1. Proxy
2. Voter Authorization Certificate if needed
3. Directory Questionnaire with E-mail Notice Authorization

TURTLEGRASS VILLAS ASSOCIATION, INC.

Dated: _____

By: _____
Its Secretary