



ASSOCIATION MANAGEMENT SERVICES, LLC

OUR MISSION

*To be the local leader
in association management
by providing the highest level of service
to all of our associations and their members.*

Newsletter - Issue 6, April 2023

WHAT IS A PROXY?

We sometimes receive questions about proxy voting from our associations. To help answer this, we have included the following excerpt -- taken directly from the “**2022 Florida Statutes 720.306 Meetings of members; voting and election procedures; amendments.**”

8) *PROXY VOTING.*—*The members have the right, unless otherwise provided in this subsection or in the governing documents, to vote in person or by proxy.*

(a) *To be valid, a proxy must be dated, must state the date, time, and place of the meeting for which it was given, and must be signed by the authorized person who executed the proxy. A proxy is effective only for the specific meeting for which it was originally given, as the meeting may lawfully be adjourned and reconvened from time to time, and automatically expires 90 days after the date of the meeting for which it was originally given. A proxy is revocable at any time at the pleasure of the person who executes it. If the proxy form expressly so provides, any proxy holder may appoint, in writing, a substitute to act in his or her place.*

(b) *If the governing documents permit voting by secret ballot by members who are not in attendance at a meeting of the members for the election of directors, such ballots must be placed in an inner envelope with no identifying markings and mailed or delivered to the association in an outer envelope bearing identifying information reflecting the name of the member, the lot or parcel for which the vote is being cast, and the signature of the lot or parcel owner casting that ballot. If the eligibility of the member to vote is confirmed and no other ballot has been submitted for that lot or parcel, the inner envelope shall be removed from the outer envelope bearing the identification information, placed with the ballots which were personally cast, and opened when the ballots are counted. If more than one ballot is submitted for a lot or parcel, the ballots for that lot or parcel shall be disqualified. Any vote by ballot received after the closing of the balloting may not be considered.*

LOOKING FOR MORE INFORMATION?

Click here for a direct link to learn more.

HELPFUL SEARCH TOOL

Have you ever wanted additional information about Florida Statutes and regulations for homeowners associations, condo associations, and cooperatives?

In addition to visiting with your assigned CAM or our office, you can visit the Florida Department of Business & Professional Regulation online. Here is a link to their website, where you can search various topics:
<http://www.myfloridalicense.com/DBPR/>

HOW ARE WE DOING?

We appreciate your feedback – we take it to heart. Learning how we are doing directly from you helps us learn what we’re doing right and discover ways we can improve!

If you we manage your association, please consider leaving us a Google review or emailing your Community Association Manager (CAM) with your feedback.

VOLUNTEERS: ESSENTIAL FOR YOUR COMMUNITY

Did you know the week of April 17 is
National Volunteer Week?

Like you, we are incredibly thankful for the volunteers that serve on the boards of the associations we help manage. As you know, volunteers are an essential part of homeowner associations’ success.

EMPLOYEE SPOTLIGHT

At Association Management Services, we have a family-like atmosphere. To help readers get to know our staff, we periodically spotlight our team members.



In this issue, we're introducing you to Melissa Diumano, Accounting Specialist, who has been with AMS for six years. Melissa manages association financial records, prepares monthly financial reports for each association, inputs and pays vendor invoices, processes monthly bank reconciliations, inputs homeowner payments/creates bank deposits, creates and maintains journal entries, and researches/analyzes financial data to maintain accuracy.

What are the top three things you enjoy the most about working at AMS?

1. Working with a team that strives to lift each other up and are always on standby if needed.
2. The work I do at AMS provides the challenge I need to thrive.
3. The determination and compassion of co-workers.

Do you have a favorite quote or saying?

I have two:

- "Nothing makes me more determined to succeed than someone telling me something's impossible" – Jackie Chan
- "Learning never exhausts the mind" – Leonardo da Vinci

What do you enjoy doing in your spare time?

Spending time with my husband, children, and our cat Tiger is a top priority. I also enjoy reading, writing (songs, stories, and poetry), painting, creating music, and meditation. Anything creative or filled with knowledge will always keep me interested.

Anything else you'd like spotlighted?

I am a published poet and a commissioned artist.

Be the reason someone
smiles today.



READY TO GO DIGITAL?

Have you ever wanted to receive your association's information from AMS electronically, instead of by mail? If so, we have good news!

You can elect to receive your communication from us electronically on our Online Portal, called AppFolio. Members can login by using their email and individually created password. You can access your Online Portal from any mobile device by downloading the AppFolio mobile app or visiting our website at this link.

If you're looking for something fun to do in Northwest Florida or want to share some ideas with visitors, the Visit Florida website may be a resource:

<https://www.visitflorida.com/places-to-go/northwest/>

