

PARKWAY MEADOWS HOMEOWNER'S ASSOCIATION, INC.

February 18, 2025

Dear Association Member,

The Parkway Meadows Homeowner's Association, Inc. will hold its Annual Members Meeting on **Thursday, March 13, 2025, at 6:00PM**. The meeting will be held at Calvary Baptist Church located at 2980 N. Wickham Road, Melbourne, Florida 32935. The purpose of this meeting is to vote to elect five Board Members for a one-year term.

The agenda is as follows subject to change by the Chairperson:

1. Call to Order
2. Certify Quorum
3. Proof of Notice
4. Approval of Minutes (last year's Annual Meeting)
5. Report of Officers
6. Election of five Directors
7. Old Business
 - A. Any old business to be discussed.
8. New Business
 - A. Any new business to be discussed.
9. Adjournment.

A meeting of the new Board of Directors, for the purpose of organizing and electing officers, will take place immediately following the adjournment of the Annual Members Meeting.

If you wish to submit your name as a candidate for the Board, you may do so by contacting Fair/Way Management in writing by March 12, 2025 to the address listed on the Proxy or tomdillon@fairwaymgmt.com. Nominations will also be taken from the floor at the Annual Meeting. Candidates should be aware that they will be required to complete a Board Certification class and Continuing Education in accordance with Florida Statutes. Board members may also be required to complete the Beneficial Owner Information Report for the Corporate Transparency Act.

Enclosed with this notice, you will find a Proxy for those who cannot attend the meeting. The Association needs a minimum of **30% (91 homes)** of all homeowners either present in person or by proxy to conduct business. So please scan or take a clear photo with your smart phone or tablet and email (tomdillon@fairwaymgmt.com), drop off or mail in your proxy to 1331 Bedford Dr. Suite 103, Melbourne, FL 32940, before 5:00PM on March 13, 2025. If you send in your proxy and decide to come to the meeting, your presence will cancel out your proxy. Please send in the proxy if you have any doubt that you won't be able to attend. *When sending in the proxy, if you prefer, you can mark a check on the line that states the proxy is to be used only for quorum purposes and will not be used for voting by anyone.*

If you have any questions regarding this notice, please contact Fairway Management at (321) 777-7575 or tomdillon@fairwaymgmt.com.

Sincerely,

Thomas Dillon,
Fairway Management