

**AFFIDAVIT OF MAILING OR HAND DELIVERING  
OF NOTICE TO UNIT OWNERS**

**STATE OF FLORIDA  
COUNTY OF PINELLAS**

BEFORE ME, personally appeared **GLORIA REED** and **LISA ACKER** who after being duly sworn, deposes and says that notice of annual meeting of **PARKWOOD SQUARE VILLAS ASSOCIATION**, to be held **MONDAY, DECEMBER 1, 2025, at 6:00PM** at the **AMERI-TECH COMMUNITY MANAGEMENT (Branch Office)** located at **6415 1<sup>ST</sup> AVE S, ST. PETERSBURG, FL 33707**, were mailed, or hand delivered in accordance with applicable law. The Notices were emailed, mailed, or hand delivered to each unit owner at the addresses last furnished to the Association, as such addresses appear on the books of the Association. (Copy Attached)

**PARKWOOD SQUARE VILLAS ASSOCIATION**

BY: *Gloria Reed, LCAM*  
**GLORIA REED, Community Manager**

BY: *Lisa Acker*  
**LISA ACKER, Administrative Assistant**

STATE OF FLORIDA

COUNTY OF PINELLAS

Sworn to and subscribed before me this *6<sup>th</sup>* day of *November*, 2025,  
by **GLORIA REED**, as Community Manager, and **LISA ACKER**, as Administrative  
Assistant of **PARKWOOD SQUARE VILLAS**, a Florida not-for-profit corporation.

Personally Known *✓* or

**NOTARY PUBLIC – STATE OF FLORIDA**

Produced Identification       

Type of Identification       

Sign *Corey Palmer*



**PARKWOOD SQUARE VILLAS ASSOCIATION**  
**SECOND NOTICE OF ANNUAL MEETING AND 2026 BUDGET ADOPTION**

**To All PARKWOOD SQUARE VILLAS Members,**

The ANNUAL MEETING of **PARKWOOD SQUARE VILLAS ASSOCIATION** will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME:** MONDAY, DECEMBER 1, 2025, at 6:00 PM
- **LOCATION:** AMERI-TECH COMMUNITY MANAGEMENT (Branch Office)  
6415 1<sup>ST</sup> AVE S, ST. PETERSBURG, FL 33707

Enclosed with this notice is the 2026 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2026 Annual Budget. Also enclosed with this notice is the Agenda for the Annual Meeting and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of directors, and conducting such other business as may lawfully be conducted.

This year the number of candidates running for the Board does not exceed the number of vacancies that exist on the Board. In accordance with State Statutes, the candidates running for office, by Proclamation, will become the Association's new Board of Directors. Immediately following the Annual Meeting, the Board will meet briefly to elect Officers. Nominations cannot be taken from the floor.

Agenda items are as follows:

**Budget Meeting Agenda**

1. Call to Order
2. Certify Quorum of the Board and Membership
3. Vote to Waive Financial Reporting
4. Board Discussion and Vote to Establish Pool Reserves
5. Vote Results to Transfer Reserves to a Reserve Pooled Account
6. Vote to Roll over Excess Funds
7. Board Approval of 2026 Annual Budget
8. **Adjournment**

**Annual Meeting Agenda**

1. Call to Order
2. Appoint Chairperson to the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies & Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting
6. Candidates Have Read and Agree to Abide by Association Documents
7. Reports of Officers and Committees
8. Unfinished Business
9. New Business
  - a. Open Forum
  - b. Seating of the New Board
10. **Adjournment**

**The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.**

*By Order of the Board of Directors,*

*Gloria Reed, LCAM,*

Gloria Reed, LCAM  
Community Manager

Mailed: November 6, 2025