

THE DISTRICT TOWNHOME ASSOCIATION, INC.

ANNUAL AND BUDGET MEETING NOTICE AND ELECTION OF DIRECTORS

To All District Townhome Association Members,

The ANNUAL MEETING of THE DISTRICT TOWNHOME ASSOCIATION will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME:** November 12, 2024 at 6:00 PM
- **LOCATION:** Ameri-Tech St. Petersburg
6415 1st Ave. S
St. Petersburg, FL 33707

Enclosed with this notice is the 2025 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2025 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.

Nominations for Directors can be self-nominated or can be taken from the floor. Any homeowner or other eligible person may nominate any other homeowner or eligible person if written permission has been given from the person being nominated.

Agenda items are as follows:

Guest Speaker

City of St. Petersburg Council Woman, Gina Driscoll

Budget Meeting Agenda

1. Certify Quorum of the Board and Membership
2. Vote to Roll Over Excess Funds
3. Vote to Move Funds from Gate Reserve to Painting Reserve
4. Board Approval of 2025 Annual Budget
5. **Adjournment**

Annual Meeting Agenda

1. Call to Order
2. Proof of Notice of the Meeting
3. Certifying of Proxies & Establish Quorum
4. Read or Waive Minutes of the Last Members' Meeting
5. Directors Reports
6. Committee Reports
7. Election of Directors
8. Motion to Close Ballot Box
 - Call for Candidate Nominations from the Floor
 - Introduction of Candidates
 - Close of Nominations
 - Appointment of Persons to Assist in Counting Ballots
9. Casting of Ballot
10. New Business
 - Announcement & Seating of the New Board
11. Open Forum
12. **Adjournment**

A quorum of Association Members must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a proxy, in order for the Association to conduct business.

DISTRICT TOWNHOMES BOARD OF DIRECTORS ORGANIZATIONAL MEETING

NOTICE is hereby given that the Board of Directors is holding a meeting at the following DATE, TIME, and LOCATION:

- **DATE / TIME: November 12, 2024**
- **Immediately following the Annual Membership Meeting**
- **LOCATION: Ameri-Tech St. Petersburg
6415 1st Ave. S
St. Petersburg, FL 33707**

Agenda

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
4. **Adjournment**

ALL OWNERS ARE ENCOURAGED TO ATTEND

Mailed: 10/29 /2024

BY ORDER OF THE BOARD OF DIRECTORS

JENNY KIDD, LCAM

"Notice of Intent to be a Candidate for the Board"

SELF NOMINATION. (✓) _____ I hereby nominate myself _____ as a candidate for election to the

The District Townhome Association Board of Directors.

DATE: _____

UNIT #: _____

SIGNATURE: _____

(Signature of candidate)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER _____

I am aware that the following requirements are expected from me if I am elected:

TRANSPARENCY ACT: As a Director I must submit a photocopy of my non-expired driver's license or passport verifying name, date of birth, address, and unique identifier of the document (driver's license number or passport number).

EDUCATION REQUIREMENT: Newly elected or appointed HOA Directors must submit a certificate that they have completed a department-approved educational course within 90 days of their election or appointment to the board.

CERTIFICATION VALIDITY: The completion certificate is valid for 4 years

RECURRING EDUCATION: Directors must complete the course every 4 years

COURSE CONTENT: Training includes financial literacy, transparency, recordkeeping, fines, and meeting notices.

CONTINUING EDUCATION: Directors of associations with fewer than 2500 parcels need 4 hours annually. 2500 or more parcels need 8 hours annually. Non-compliant directors are suspended until they meet the requirements. The board may temporarily fill vacancies during suspensions.

RECORDKEEPING: Associations must retain educational certificates for 5 years for member inspection. Lack of certifications on file does not invalidate board actions.

I AM () AM NOT () enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in my Information Sheet.

**Return to: THE DISTRICT TOWNHOME ASSOCIATION
C/O AMERI-TECH COMMUNITY MANAGEMENT INC
24701 US HIGHWAY 19 N, SUITE 102
CLEARWATER, FL 33763**

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

DISTRICT TOWNHOME ASSOCIATION
PROXY

The undersigned owner(s) or designated vote of Unit/Address _____ in **District Townhome Association** hereby appoints the **Secretary** of the Association or _____ as my proxy -holder to **ATTEND** the **Annual Membership and Budget Meeting of The District Townhome Association to be held November 12, 2024 at 6:00 PM at Ameri-Tech St. Petersburg, 6415 1st Ave. South, St Petersburg, FL 33707**. The proxy- holder named above has the authority to vote and act for me to the same extent that I would, if personally present, with power of substitution, including the establishment of a quorum, in all matters before the membership, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS: You may choose to grant general powers, limited powers, or both. Check "General Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required.

_____ I authorize and instruct my proxy holder to use his or her best judgement on all other matters which properly come before the meeting and for which a general proxy may be used.

LIMITED POWERS: For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below.

_____ I specifically authorize and instruct my proxy holder to cast my vote in reference to the following matters as I have indicated below:

1. **Roll Over Excess Funds:**

Do you want to roll over any excess operating funds in the **2024** calendar year into the **2025** budget, as a constructive return of capital to the membership consistent with IRS rulings 70-604?

The board recommends YES due to tax implications and to avoid a special assessment.

_____ YES _____ NO

2. **Move Funds from Gate Reserve to Painting Reserve**

Do you agree to move \$3,156.00 from the Gate Reserve to the Painting Reserves?

The board recommends YES as the community will not have gates.

_____ YES _____ NO

Signature of Owner or Designated Voter:

Signature of Co-Owner

Date:

Print Name: _____

Print Name: _____

Date: _____

SUBSTITUTION OF PROXY HOLDER

The undersigned, appointed as proxy holder above, designates _____
To substitute for me in voting the proxy set forth above. (Print Name)

Dated: _____
(Signature of Proxyholder)

This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.

VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used, including but not limited to the Election of Directors.
4. By selecting "Limited Powers," your proxy holder may only cast your vote as you specifically direct. For your vote to be counted on that issue, you must indicate "yes" or "no" on the question on the proxy.
5. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-723-1101, or emailing a scan, please no photos to jkidd@ameritechmail.com or mailing the proxy to Ameri-Tech Community Management, Inc., 24701 US HIGHWAY 19 N, SUITE 102, CLEARWATER, FL 33763.** You may also bring the proxy with you the night of the meeting. It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.
6. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
7. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person if the person you designate as a proxy decides that he or she will be unable to attend the meeting.

The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum.

THE DISTRICT ON 9TH HOA

UNITS:

JANUARY 1, 2025 - DECEMBER 31, 2025 PROPOSED BUDGET

ACCT	REVENUE	2024 APPROVED ANNUAL	2025 PROPOSED ANNUAL	PROPOSED MONTHLY AMOUNT
4010	Unit Maintenance Fees	\$143,424	\$157,675	\$13,140
	TOTAL REVENUE	\$143,424	\$157,675	\$13,140
	OPERATING EXPENSES			
	ADMINISTRATIVE			
	Accounting - CPA/Tax Prep	\$900	\$425	\$35
	Legal & Professional Fees	\$10,000	\$10,000	\$833
	Licenses, Permits and Fees	\$61	\$65	\$5
	Contingency	\$2,400	\$0	\$0
	Office & Administrative	\$2,500	\$3,000	\$250
	Property Mgmt Contract	\$15,444	\$16,200	\$1,350
		\$31,305	\$29,690	\$2,474
	UTILITY EXPENSE			
	Water & Sewer	\$49,100	\$40,000	\$3,333
	Trash/Waste Removal	\$7,200	\$8,775	\$731
		\$56,300	\$48,775	\$4,065
	REPAIRS & MAINTENANCE			
	Building & Exterior	\$16,195	\$4,000	\$333
	Fire Monitoring	\$1,000	\$0	\$0
	Landscaping Maintenance Contract	\$14,915	\$12,540	\$1,045
	Additional Landscaping	\$0	\$8,000	\$667
	Fertilizer & Turf Pest Control	\$1,570	\$0	\$0
	Exterior Pest Control	\$0	\$1,500	\$125
		\$33,680	\$26,040	\$2,170
	INSURANCE			
	Insurance (February)	\$7,800	\$9,000	\$750
		\$7,800	\$9,000	
	TERMITE BOND			
	Termite Bond	\$0	\$3,000	\$250
	TOTAL OPERATING EXPENSES	\$129,085	\$116,505	\$18,418
	RESERVES			
	Reserves - Gates	\$0	\$0	\$0
	Reserves - Painting	\$14,339	\$16,837	\$1,403
	Reserves - Paving/Sealcoat?	\$0	\$0	\$0
	Reserves - Deferred Maintenance	\$0	\$24,333	\$2,028
	TOTAL RESERVES	\$14,339	\$41,170	\$3,431
	TOTAL EXPENSES	\$143,424	\$157,675	\$13,140
			\$0	

2025 Individual Unit Monthly	\$364.99
2025 Commercial Monthly	\$547.48
2024 Individual Unit Monthly	\$332.00
2024 Commercial Monthly	\$498.00

**RESERVE ANALYSIS
THE DISTRICT ON 9TH HOA
JANUARY 1, 2025 - DECEMBER 31, 2025**

RESERVES	Current Replacement cost	Current Reserves 1/1/2025	Expected Life Yrs.	Remaining Life Yrs	Unreserved Amounts	2025 Fully Funded Annual Reserves	2025 Actual Budgeted Amount
Reserves - Gates	\$3,156	\$3,156	1	1	\$0	\$0	\$0
Reserves - Painting	\$113,500	\$44,545			\$68,955	\$16,837	\$16,837
2019	\$28,375	\$28,375	7	1	\$0	\$0	
2021	\$28,375	\$16,170	7	3	\$12,205	\$4,068	
2022	\$28,375	\$0	7	4	\$28,375	\$7,094	
2023	\$28,375	\$0	7	5	\$28,375	\$5,675	
Reserves - Paving/Sealcoat?	\$27,500	\$27,500			\$0	\$0	\$0
Sealcoating	\$2,188	\$2,188	1	1	\$0	\$0	
Paving	\$25,312	\$25,312	30	25	\$0	\$0	
Reserves - Deferred Maintenance	\$0	\$0			\$41,000	\$24,333	\$24,333
Plideck 2019 bldg 16 units 5 with balcony	\$25,000	\$0	4	3	\$25,000	\$8,333	
Plideck 2021 bldg 7 units with balcony	\$16,000	\$0	4	1	\$16,000	\$16,000	

TOTALS **\$285,156** **\$147,246** **\$219,910** **\$58,008** **\$41,170**

E-mail: 247jkidd@ameritechmail.com – 727-726-8000 Ext. 500

EMERGENCY CONTACT INFORMATION
FOR OWNER OR TENANT

PROPERTY ADDRESS _____ UNIT _____

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management, Inc. c/o Jenny Kidd.

Homeowners Name(s) _____

Resident Address _____ Unit _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

Email _____ Cell # _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

E-mail _____ Cell # _____

Number of Person(s) occupying unit

Number of Pets (and type)

Adults(s) _____ Children _____

Dogs _____ Cats _____ Other _____

Vehicle(s) Make/Yr Model

Color TAG Number

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

_____ I give permission to share my personal information (phone numbers, e-mail & address) with other **District Townhome Association** owners.

The board requires that this form be completed as information needs to be available for emergency situations.