HAMMOCK LAKES HOMEOWNERS ASSOCIATION OF BREVARD, INC.
MINUTES – SEPTEMBER 30, 2026

Annual Meeting

Type of Meeting: ANNUAL MEETINGS SEPTEMBER 30, 2026

The Date, Time, and Place the meeting was called to Order:
September 30, 2026, 5:30 p.m. Veteran Memorial Complex, 2285 Minton Road, West Melbourne, FL 32904

Call to Order: The Annual meeting of Hammock Lakes HOA was called to order by the Presiding Officer**:** BOD President, JOHN DITTMORE

The Establishment of a Quorum, With Attendees Listed by Name: Board Members Present: JOHN DITTMORE, PRESIDENT; JOHN D. HENRY, VICE PRESIDENT; RON BIELSKI, SECRETARY; PATTY SELLERS, TREASURER; MONIQUE ESPOSITO, DIRECTOR was not present. Of note, the President of the management company, Advance Property Management, Van Moore was in attendance.

Proof of Proper Notice for the Meeting: The initial notice for this meeting was mailed by Advance Property Management, the management company, to all Hammock Lakes HOA members on September 4, 2026. The HOA also sent out a reminder notice to all participating email recipients on September 29.

Minutes from Previous Board Meetings*: President Motioned and Secretary Seconded: Minutes of the previous Annual Meeting were APPROVED as posted on Hammock Lakes Website (unanimous).*

Roll Call of Owners Present at the Annual Meeting: A roll call of all owners was conducted, and the final count was thirteen (13) homeowners present and Twenty-six (26) proxies received before the Annual Meeting. The total number of owners present at the meeting and represented by proxies received was 39.

Meeting Adjourned: Since the required number represented for an owner's quorum is 30% of all owners (30% times 280 = 84), a quorum was not achieved, the President of the Board motioned to terminate the Annual meeting. The Secretary seconded the motion, and the Annual meeting was immediately adjourned due to lack of an owner's Quorum at 5:40 pm.

END OF MINUTES FOR ANNUAL MEETING CONDUCTED OCTOBER 30, 2025.
NOTHING ELSE FOLLOWS

HAMMOCK LAKES HOMEOWNERS ASSOCIATION OF BREVARD, INC.
MINUTES – SEPTEMBER 30, 2026

Organizational Meeting

Type of Meetings: ORGANIZATIONAL MEETING

The Date, Time, and Place the meeting was called to Order:
SEPTEMBER 30, 2026 5:40p.m. Veteran Memorial Complex, 2285 Minton RD, W Melbourne, FL

Organizational Meeting

Call to Order: The Organizational meeting of Hammock Lakes HOA was called to order by the Presiding Officer**:** BOD President, JOHN DITTMORE

The Establishment of a Quorum, With Attendees Listed by Name: Board Members Present: JOHN DITTMORE, PRESIDENT; JOHN D. HENRY, VICE PRESIDENT; RON BIELSKI, SECRETARY; PATTY SELLERS, TREASURER; MONIQUE ESPOSITO, DIRECTOR was not present. Of note, the President of the management company, Advance Property Management, Van Moore was in attendance.

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Minutes from Previous Board Meetings*:* President Motioned and Secretary Seconded: Minutes of previous Organizational Meeting were APPROVED as posted on Hammock Lakes Website (unanimous).

Committee Reports:

ARC Committee: The ARC Committee members include Raul Marlasca, Joy Debusk, Ron Bielski, Patty Sellers, & John Henry - Chairperson

- 31 ARCs were processed so far in 2026 (Jan – Sep (56 in 2025)
- Several ARCs were submitted to paint their house the same color.
- 9 homes painted, 22 other ARCs such as new shutters, pavers, pools, trees, fences, & doors
- No roofs or Shingles were replaced so far in 2026 (5 in 2025)
- Average time to process ARCs is 3-4 days for all submissions.
- Most applications are submitted by email or via the HOA mailbox.

Welcome Committee: The Welcome Committee members include Sandy Carbone, Gloria Williams. Chairperson position is currently vacant.

- The Welcome Committee Chairman reported **3 new** homeowners moved into the community so far this year (8 in 2025).
- Each new owner received welcome emails with additional information about the Hammock Lakes community.
- All new owners are provided access to the Hammock Lakes website, which has all HOA governing documents.
- A welcome email is sent to all new owner by the HOA Treasurer. A personal visit by Board member is also offered at the new owner's discretion.

Gate Status Report:

- The Gate failed to close on several occasions during the year.
- The cause of the gate failure is believed to be the Exit gate barrier arm electronics and the loops built into the ground at the exit gate.
- A temporary fix was to turn off the barrier arm electronics and force both gates to the open position. If this problem persists, we will ask the gate support vendor to do a complete analysis of the gate system.
- The gate system was completely updated (minus the loops) in June 2024.
- Preventative maintenance for 2026/27 was established at $1,010 for 2 maintenance visits per year.
- The initial MyQ License for eastside residence was provided by the vendor based on the number of homes on the westside.
- To date, only 64 MyQ Licenses have been assigned.
- 35 new gate FOBs were programmed so far this year.

Landscaping Report

- Landscape contract was renewed with the same vendor in January 2026
- Contract includes the following
  - Front entrance and all common area are maintained
  - Hedges off Eber Road will be **trimmed monthly.**
  - New plants and mulch for the front entrance as required
  - All Irrigation systems at the front entrance and along Eber Road are maintained.
  - Due to the freeze this year, the most of the entire front entrance area (flowers & shrubbery) died and will be replaced. Also, due an illness with the current landscapers, some maintenance activity of the front area and hedges were not completed as planned.
  - This inaction by the exiting landscapers has caused the HOA to seek other solutions to fix the problem.
  - The HOA has received one proposal from a current Board members to complete a total rehabilitation of the middle island, shrubs in front of the Hammock Lakes signs, and in/around the gate area.
  - Van Moore of Advance Property Management discussed the importance of transparency when considering a landscaping contract involving a current

Board member. It was recommended that the Board follow appropriate conflict-of-interest disclosure and approval procedures and make the final signed contract available on the Hammock Lakes HOA website for homeowners to review.

- The HOA is also seeking other bids to complete the front entrance rehabilitation.
- We will also seek a revision of the current price by the existing landscaper vendor to continue their landscaping duties, minus the center island, shrubs near the Hammock Lakes signs, and gate island shrubs.
- The HOA President informed the owners attending this meeting that a complete renovation of the front entrance could cost each Hammock Lakes owner $30.00 or more dollars to complete.
- It was the consensus of owners attending this meeting that $30.00 additional dollars would be worth the expense if the front entrance could include renovated into something owners could be proud of.
- When we receive proposals to renovate the front entrance, the HOA will host a Board of Directors meeting to determine how to fund renovations.

Rental Status Report

- West Side Rentals: 4 of 24 allowed
  - 1 Family Rental
  - **Rentals increase by one** since last report
- East Side Rentals: 22 of 32 allowed.
  - 1 Family Rental
  - 10 Corporate Rentals (9-Invitation Homes & 1 First Key).
  - **Rentals remained the same as last year**.
- Total Current Rentals in the community: 26
- Total Rentals Allowed in community: 56 of 280

Current rental status in the community is under the allowed number of rentals as specified in Amendment VIII to the covenants.

2027 HOA Budget Report

- The Advanced Property Management proposed 2027 budget was received at the HOA on August 5, 2026. The HOA Board reviewed the proposed budget at the August 26, 2027 budget meeting.
- At the budget review meeting, the Board made the following adjustments:
  - The yearly Storage fee was reduced from $1,775.00 to $84.00 per year. Storage shed was installed on August 26, 2026.
  - Irrigation maintenance was reduced from $500.00 to $250.00
  - The projected Legal fees was reduced from $2,500.00 to $1,800.00
  - Electricity for the Aeration system was removed per the City of W. Melbourne, but a yearly maintenance fee of $750.00 was inserted.
  - Aquatic maintenance fee was increased from $552.00 to $580.00 per month due to vendor increase.

- The HOA insurance fees were increased from $10,500.00 to 11,950.00 to accommodate an expected increase in the 2027 HOA insurance rates.
- The Christmas decoration fund was moved front the west operating expense account and into the general operating expense account. This project cost was also increased from $575.00 to $850.00.

- New HOA Assessment for 2027
  - Basic assessment amount for all owners: **$317.00** from $307.00.
  - Westside owners**: $138.00** from $131.00. Totals for westside owners will be **$455.00** from $438.00.
- The HOA President motioned to adapt the 2027 HOA budget as stated above, all Board members agreed.
- There may be some late changes to the final budget figures if the Board approves a proposal to renovate the front entrance. When the Board adapt the new year budget at this meeting, it become the official budget numbers. This process is adhered to, to allow the management company time to publish the assessment notice/coupons and mail them out to all owners.

HOA Old Business:

- HOA owners approved a change to the existing Amendment Two, removing the fence height restrictions for lots 7-10. All other fence restrictions mentioned in Amendment II remain as is.
- The "Grant of Easement" agreement was signed and is now official. The City of West Melbourne will install a black wrought iron fence on the City's property adjacent to lots 7-11; the date is TBD. The HOA will install a pedestrian Access Entrance. The City of West Melbourne will install a sliding gate. The fence, sliding gate, and entry point installations are TBD.
- An aeration system was installed for the Tract F retention pond. The installation was completed on 8/10/2026.
- A 10' x 12' shed was installed behind the lift station on 9/28/2026. The fence behind the lift station was reinstalled on 10/10/2026.
  - The HOA still plan to move forward with purchasing 50-100 feet of fencing for Tract F to protect this area from trespassers. The cost of this fencing is estimated at $1,500.00 - $2,000.00.

HOA New Business

- **Mailbox refurbishment plan is being developed**.
  - We need a couple of volunteers to help survey mailboxes and poles that need to be painted & straightened.
- **Fence for preserve area to protect Tract F from trespassers**.
  - BODs approved purchase at the 2022 Organizational meeting
  - Approximately 100 – 50 feet of fence needed
  - Estimated cost is $1,000 to $1,500.
  - The HOA Vice President will help the volunteers to move this effort forward.
  -

- **Christmas Decorations for Front Entrance and Gate area**
    - The HOA also authorized an additional $500.00 for replacing holiday decorations, such as Christmas lights and other decoration sundries for the gate and front entrance area.
- **Discrepancies between the APM Check Register and the Monthly Financial Report**
    - The HOA Treasurer has conducted research into the discrepancies between the APM check register and the APM monthly financial reports, specifically for payment to our landscape vendor. The research revealed several months of payments to the landscape vendor not documented in the check register, but was annotated in the monthly financial reports as being paid.
    - At this meeting, the HOA Treasurer provided the APM President, Van Moore, with the missing check information and requested that he query his staff about the discrepancies.
    - As a part of the HOA financial oversight responsibility, it is important that these records reconcile and that any discrepancies are corrected so the check registry accurately matches the final financial reports.
    - The primary concern is that the final monthly financial reports show these payments as having been made, while the check registry does not reflect them.
    - A later meeting with the landscape vendor reveals that the landscape vendor is not missing any payments, so this discrepancy between the check register and the monthly reports appears to be an accounting error.
    - The bottom line for this issue is the check registry should reconcile with the APM final monthly financial reports, and any differences between the two should be clearly accounted for and explained.
    - We will follow up on this issue in the coming weeks.
- **Electronic Voting**
    - During a Board meeting in August, the HOA Treasurer was asked to research different products that the HOA could use to implement electronic voting for HOA owners that comply with Chapter 720, Section 317 of the 2023 Florida statutes.
    - Current statutes allow associations to conduct electronic voting through an internet-based online voting system, only if electronic voting is properly approved by the board. Other activities the HOA must do before implementing a vote by electronic means is:
        - Obtain legal review by the HOAs attorney, specifically to assist with drafting of an electronic voting resolution to be sure that all statutory requirements are followed.
        - To vote electronically, an owner **must opt in to do so**. A member who votes electronically is considered in attendance for quorum purposes.

- While there are many certified stand-alone platforms that could be used (at a significant cost to the HOA), the HOA Treasurer has identified Adobe Pro and Docu-Sign.
- The HOA will plan a test run in the new year, of both software packages to determine the best fit for our needed.
- The purpose of implementing electronic voting for Hammock Lakes is to modernize the voting process, increase member participation at meetings, reduce any human error, and save money.

Owners Time

- One Owner complained about the condition of the front entrance and large vehicles and trailers parked on their street.
  - The HOA Board requested the owner take a few pictures and forward that to the HOA.
  - The HOA president also clarified the limits that HOA have enforcing trucks and other business vehicles parked in the community, stating recent changes at the state level prevents HOA's from taking concrete action.

Meeting Adjourned: The Organizational meeting was adjourned at 6:10 pm**.**

END OF MINUTES FOR THE ORGANZATIONAL MEETING CONDUCTED OCTOBER 30, 2025.

NOTHING ELSE FOLLOWS

Architectural Review Committee (ARC) Meeting

Call to Order: The ARC meeting of Hammock Lakes HOA was called to order by the Presiding Officer**:** BOD President, JOHN DITTMORE

The Establishment of a Quorum, With Attendees Listed by Name: Board Members Present: JOHN DITTMORE, PRESIDENT; JOHN D. HENRY, VICE PRESIDENT; RON BIELSKI, SECRETARY; PATTY SELLERS, TREASURER; MONIQUE ESPOSITO, DIRECTOR was not present. Of note, the President of the management company, Advance Property Management, Van Moore was in attendance.

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Minutes from Previous Board Meetings*:* President Motioned and Secretary Seconded: Minutes of previous arc Meeting were APPROVED as posted on Hammock Lakes Website (unanimous).

Architectural Review Committee (ARC) Meeting

- The Chairman of the ARC presented 4 Architectural Review Applications to the Board of Directors for approval. The Architectural Review Committee members had previously & independently reviewed all applications, and the majority of Committee members had **no issues** with four applications
- The HOA Chairman motioned to the Board of Directors to approve all pending ARC applications. The Secretary seconded the motion, and it was carried by the Board.
- The Chairman of the ARC was directed by the HOA President to sign the approved application and email a copy of the approvals to each homeowner.

The ARC meeting was adjourned at 6:30 pm.

END OF MINUTES FOR ARC MEETING CONDUCTED OCTOBER 30, 2025.
NOTHING ELSE FOLLOWS