

**PEBBLE BEACH VILLAS
PLANNING DATES FOR
2017
BUDGET PREPARATION**

**BUDGET PREPARATION:
EVENT**

DATE TO COMPLETE

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| 1. DIRECTIVES from the Board of Directors of special items to include in the first draft of the budget and Project wish list to EMCM. | 1. October 14, 2016
No meeting required |
| 2. BUDGET PREPARATION WORKSHOP. Meeting of Finance Committee and BOD to review 1st draft of budget from manager. | 2. November 7, 2016
10:00 am
Clubhouse |
| 3. NOTICE OF BUDGET MEETING - (Reserves at 100%) to be sent to owners. Proposed budget and date of Board of Directors meeting to act on the budget and the reserve budget for the coming year. The law requires this notice be sent 14 days before the meeting to adopt the budget. | 4. November 15, 2016 |
| 4. BUDGET MEETING. Board of Directors meet to adopt a budget and set unit Assessment Fees for the coming year. | 5. November 29, 2016
10:00 am
Clubhouse |
| 5. BUDGET/ASSESSMENT NOTICE must be sent to all owners. | 6. December 9, 2016 |

Prepared by:
Elliott Merrill Community Management
9/16

**PEBBLE BEACH VILLAS
PLANNING DATES FOR
2017
ELECTION OF DIRECTORS
ANNUAL MEETING OF OWNERS**

ANNUAL MEETING PLANS

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| 1. ESTABLISH DATE ANNUAL MEETING OF OWNERS.
Per Docs – 2 nd Monday in January at 10:00 am | 1. Monday, January 9, 2017
10:00 a.m. |
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ELECTION OF DIRECTORS PLANS

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| 1. FIRST NOTICE to be sent to all owners:
Notice must include instructions to owners for filing intent to be a candidate and return mailing address.
Need to be mailed <u>60</u> days prior to meeting. | 1. <u>November 10, 2016</u>
by EMCM. |
| 2. SECOND NOTICE to be sent to all owners:
Not less than <u>30</u> days before the election deliver a 2nd notice to all unit owners together with a ballot which shall list all candidates and, upon request of a candidate, the mailing shall include an information sheet, furnished by the candidate at least 40 days before the election. | 2. <u>December 9, 2016</u>
by EMCM

November 30, 2016 |
| 3. BALLOTS TO BE MAILED TO: Need to designate receiver and holder of the ballots. | TO: Cathie Dowhan
Secretary
Address: c/o EMCM
835 20 th Place
Vero Beach, FL 32960 |
| 4. DATE & LOCATION OF ELECTION OF DIRECTORS: | 4. Monday, January 9, 2017
10:00 a.m.
Clubhouse |