



NOTICE OF ANNUAL MEMBERSHIP MEETING

NOTICE IS HEREBY GIVEN, that the annual meeting and election of directors of the Grassy Pointe Homeowners Association Inc. will be held for the purpose of electing Directors and other such business as can lawfully be conducted.

The purpose of this notice is to advise you of the date, time and place of the Annual Membership Meeting, Board Election and to inform you of the process for qualifying for the Board.

Date: November 13, 2025

Time: 6:00 PM

Place: ProActive Property Management
4151 Woodlands Pkwy
Palm Harbor, FL 34685

Owners can also attend via Zoom with the following ID and Passcode:

Zoom Meeting ID: 871 4333 9465 **Passcode:** 320779

Qualifying for the Board of Directors: If you wish to be a candidate you can give written notice of your intent by completing the enclosed or similar form and submit to ProActive Property Management in enough time to be received by **November 12, 2025**. The application may be submitted by one of the following means: 1. Email to: Proxy-Intent@ProActiveFL.com 2. Personal delivery 3. Regular U.S. Mail to:

Delivery Address:
ProActive Property Management
4151 Woodlands Pkwy
Palm Harbor, FL 34685

Alternatively, nominations for candidates will be accepted from the floor at the meeting.

The following important documents are enclosed in this mailing:

1. Agendas
2. Candidate Application
3. 2026 Approved Budget
4. 2026 Assessment Letter
5. Limited Proxy (Very important, return if you will not be at the meeting.)

It is imperative that you return your proxy if you are unable to attend the meeting as a quorum of the members is needed for the Annual Meeting. Please call our office if you have any questions.

On Behalf of the Board of Directors,
Bree Rauck, LCAM
This notice dated: October 31, 2025



Grassy Pointe Homeowners Association Inc. Agendas

November 13, 2025 at 6:00 PM
ProActive Property Management
4151 Woodlands Pkwy
Palm Harbor, FL 34685

Annual Membership Meeting Agenda:

- 1) Call Meeting to Order
- 2) Roll Call
- 3) Verify Quorum
- 4) Proof of Notice of Meeting
- 5) Reading and Disposal of Any Unapproved Minutes
- 6) Report of Officers
- 7) Unfinished Business
- 8) New Business
 - a. Vote to Roll Over Excess Funds
- 9) Election of Directors
- 10) Owner Comments
- 11) Adjournment

Board of Directors Organizational Meeting Agenda:

- 1) Call Meeting to Order
- 2) Verify Quorum
- 3) Proof of Notice of Meeting
- 4) Nominations
- 5) Adjournment



Grassy Pointe Homeowners Association, Inc.

NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS

I, (print name) _____, hereby place my name in nomination as a candidate for the Board of Directors. I Understand that I am responsible for the accuracy of the information contained in the information sheet if provided.

Date: _____ Signature: _____

Address: _____

Best Phone Number to Contact You: _____

Please note under chapter 720 of the Florida Statutes, the Homeowners' Association Act a person who is delinquent in the payment of any "fee, fine, or other monetary obligation to the association on the day that he or she could last nominate himself or herself or be nominated for the board may not seek election to the board, and his or her name shall not be listed on the ballot.

EDUCATIONAL REQUIREMENTS

Newly elected or appointed directors must submit a certificate of satisfactory completion of a department-approved educational curriculum within 90 days of election or appointment. Certificates of completion are valid for four (4) years, and each director must complete the curriculum every 4 years. For associations that have fewer than 2,500 parcels, directors must complete at least four (4) hours of continuing education annually. For associations with 2,500 parcels or more, directors must complete eight (8) hours of continuing education annually.

2026



BUDGET FOR: **Grassy Pointe Homeowner's Association, inc.**
 For the Period of: **January 1, 2026 through December 31, 2026**

Fully Funded
 Partially Funded

A/C #	A/C Name	Budget Jan-Dec 12/31/25	Actuals Jan-June 06/30/25	Budget Jan-Dec 12/31/26
4000	Assessment Income	\$ 90,400	\$ 45,200	\$ 96,000
4015	Late Fee Income	-	(15)	-
4035	Interest Income - Reserve	-	85	-
4050	Collection/Legal Fees	-	1,805	-
4110	Damaged Property Fee Reimb	\$ -	\$ 1,000	-
TOTAL REVENUE		\$ 90,400	\$ 48,075	\$ 96,000

EXPENSES**Prof. & Administration**

5000	Management Contract	\$ 18,372	\$ 9,186	\$ 19,290
5010	Accounting & Tax Services	750	-	750
5015	Legal & Professional Services	2,000	713	2,000
5022	Notice of Late Assessment	-	1,900	-
5025	General Contingency	817	158	800
5030	Government Fees	65	61	100
5045	Coupons	800	-	
5065	Insurance - General	6,000	2,213	6,600
5115	Bad Debt Expense	1,000	-	-
5145	General Administrative Expense	2,750	2,705	3,000
Total Prof. & Administration:		\$ 32,554	\$ 16,937	\$ 32,540

Grounds

5300	Landscape Contract	\$ 27,540	\$ 9,680	\$ 29,040
5305	Landscape Extras	5,000	787	8,000
5310	Tree Maintenance	5,000	6,150	7,000
5315	Fertilizer & Weed Abatement	1,377	-	-
5330	Irrigation Repairs	3,000	1,089	3,000
5335	Pond Maint. Contract	1,854	900	1,854
5340	Pond Repairs	1,000	-	1,000
Total Grounds:		\$ 44,771	\$ 18,606	\$ 49,894

Utilities

5500	Electricity	\$ 575	\$ 285	\$ 600
5560	Water & Sewer	2,500	1,234	2,600
Total Utilities:		\$ 3,075	\$ 1,518	\$ 3,200

Infrastructure

6700	General Repairs & Maintenance	\$ 4,500	\$ 1,987	\$ 4,866
6702	Materials & Supplies	500	164	500
Total Infrastructure:		\$ 5,000	\$ 2,151	\$ 5,366

TOTAL EXPENSES/Less Reserves **\$ 85,400** **\$ 39,212** **\$ 91,000**

2026



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A/C #	A/C Name	Budget Jan-Dec 12/31/25	Actuals Jan-June 06/30/25	Budget Jan-Dec 12/31/26
Reserves				
7015	Reserve - Deferred Maintenance	5,000	2,500	5,000
7099	Reserves - Interest	-	85	-
RESERVES		\$ 5,000	\$ 2,585	\$ 5,000
TOTAL EXPENSES INCLUDING RESERVES		\$ 90,400	\$ 41,797	\$ 96,000

NET INCOME **\$ -** **\$ 6,278** **\$ -**

Assessments Detail:				
Type:	Units Total:	160		
Sections:	# of Units	Operating	Reserve	Total
Monthly Fees	160	\$568.75	\$31.25	\$600.00
160				

Martina Steppay
 Signature - Approved By:

19/09/2025

Date

% Increase from previous fiscal year: 8.33%



October 31, 2025

Grassy Pointe Homeowners Association Owners:

This letter is to inform you that the Grassy Pointe HOA annual assessment for 2026 is \$600.00 due January 1, 2026. Enclosed is a self-addressed envelope to be used to pay your 2026 maintenance fee.

***Please make checks payable to Grassy Pointe HOA and include house number and street in the memo. ***

Also enclosed is a copy of the 2026 approved budget. If you have any questions, please call our office at 727-942-4755.

Sincerely,

ProActive Property Management

.....
2026 GRASSY POINTE HOA Assessments

.....
Total amount Due: \$600.00

OWNER: _____

Amount
Enclosed

\$

Grassy Pointe Address: _____

Email: _____

CURRENT MAILING ADDRESS _____

MAIL TO: Grassy Pointe HOA
c/o ProActive Property Management
4151 Woodlands Pkwy
Palm Harbor, FL 34685



Explanation of Proxy Votes & Instructions

Vote to Roll Over Excess Funds

This vote gives the association permission to retain any surplus operating funds—any money collected during the fiscal year that was not spent—and apply those funds to the following year's budget. Without this approval, excess funds could potentially be considered taxable income depending on the association's governing documents and applicable tax laws, which could be an additional expense to the association. The Board recommends voting "Yes" to the Roll Over of Excess Funds.

Proxy Instructions

Be sure to write your full address and unit number in the first blank line.

The next blank line is for you to write the name of the person who will be your proxyholder. Your proxyholder is someone who must physically attend the meeting in person and will be voting on your behalf. Please note if this line is left blank your proxyholder will default to an association board member. Simply put a check or an X next to the Yes or No for each proxy vote.

At the bottom be sure to date, sign and print your name and then give your proxy to someone who will be attending the meeting or return it to ProActive Property Management by email Proxy-Intent@ProActiveFL.com or mail to:

ProActive Property Management
4151 Woodlands Pkwy
Palm Harbor, FL 34685