



Trasona East

Neighborhood Association, Inc.

September 14, 2020

Dear Association Member,

As the Trasona East Neighborhood Association (the “Association”) prepares to transition from developer to homeowner control, we would like to take the opportunity to provide some information on this process.

The Transition Committee has completed their review of the Association’s documents and contracts and has filed a report with the Board of Directors. I would like to take this opportunity to thank the Transition Committee members for their hard work on behalf of the Association.

On October 1, 2020, the Board of Directors have scheduled a meeting. The main topics on the agenda for this meeting will be a workshop of the 2021 budget, the recommendations put forth in the Transition Committees report and the chartering of and appointing members to a Violation Hearing Committee. Per Florida Statute 720, homeowners who are in violation of the governing documents must be afforded the opportunity for a hearing before a committee of Association Members before any fines or suspensions may be imposed. A copy of the proposed committee protocol is attached and anyone interested in appointment to this committee should contact Fairway Management at (321) 777-7575 or ericbyrd@fairwaymgmt.com. This meeting will begin at 6:00 p.m. and be held at the Addison Village Club, 8150 Stadium Parkway, Viera. Members wishing to attend remotely may do so via Zoom. Please use this link to access the service: <https://zoom.us/j/97548682999>.

On December 3, 2020, the Board of Directors have scheduled a Meeting of the Membership for the purpose of transferring control of the Association to the homeowners. At this meeting, the Members will be electing up to 3 Directors to fill the seats that will be vacated by the Declarant appointees upon adjournment and considering any amendments to the governing documents that were recommended by the Transition Committee. This meeting will begin at 6:00 p.m. and be held at the Addison Village Club, 8150 Stadium Parkway, Viera. Remote access to this meeting will be available as well and that information will be provided in the official meeting notice, which will be mailed on or before November 18, 2020.

With the transfer of control, this first Board of Directors is charged with setting the Association off on the right foot. The time commitment required to serve as a Board Member is difficult to estimate but it is crucial that each candidate understand the importance of attending each meeting and being prepared to provide input on establishing policy and procedure. Fairway Management will be there to provide experience and guidance during this early stage and hopefully well into the future.

Immediately following the Meeting of the Membership on December 3, 2020, a Board of Directors Meeting will be held to adopt the proposed 2021 budget and to elect the officers of the Association. They are President, Vice President, Treasurer and Secretary. The Board may also



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choose to elect a 2nd Vice President, Assistant Secretary or Assistant Treasurer. Brief descriptions of each officer's duties are provided below:

President: This is the Chief Executive Officer of the Association. The President works closely with Management to oversee the day to day operations, presides over the Board and Member meetings, execute contracts, sign checks and act a spokesperson for the Board.

Vice President: The Vice President assumes the responsibilities of President in their absence. The Vice President may also be tasked with interacting with any committees that the Board has chartered.

Secretary: Responsible for preparing all meeting notices and acting as custodian of the official records of the Association, much of what the Secretary's duties are performed by Management. This officer would work closely with Management to oversee the meeting notices, review meeting minutes prior to distribution to the Board, and co-sign contracts that were executed by the President.

Treasurer: Traditionally the custodian of the funds, much of the day to day duties of this office are performed by Management. The Treasurer co-signs checks, reviews financial reports and assists with the creation of an annual budget.

Those interested in running for a seat on the Board of Directors are encouraged to complete the enclosed form and submit it along with a brief statement introducing yourself to the community **no later than December 1, 2020**. Candidate statements will be posted on www.fairwaymgmt.com/trasona-east and hard copies will be available to the Members at the Special Meeting. Candidates may come forward at any time before the election is held, however, those doing so after the deadline may not have their name printed on the ballot.

No less than fourteen (14) days prior to the Meeting of the Membership, you will receive the official notice. Included in that mailing will be the proposed amendments, a list of candidates that have been received to date, and a proxy form.

Please contact me at (321) 777-7575 or ericbyrd@fairwaymgmt.com, if you have any questions regarding this notice.

Sincerely,

Eric Byrd
Association Manager