

**TUSCANY WOODS COMMUNITY ASSOCIATION, INC.**  
**ANNUAL MEETING NOTICE AND ELECTION OF DIRECTORS**

## To All TUSCANY WOODS COMMUNITY ASSOCIATION, INC. Members,

The ANNUAL MEETING of **TUSCANY WOODS COMMUNITY ASSOCIATION, INC.** will be held at the following DATE, TIME and LOCATION:

The purpose of the Annual Meeting is to elect directors and to conduct any other business, as permitted by, Florida Statutes and the governing documents of the Association. 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.

## Annual Meeting Agenda

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

**The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.**

Mailed: December 19, 2025

BY ORDER OF THE BOARD OF DIRECTORS  
MAGDA HATKA, LCAM

# **TUSCANY WOODS COMMUNITY ASSOCIATION, INC.**

## **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: Tuesday, January 20, 2026 at 6:30 PM**  
**Immediately following the 6:30 PM Annual Membership Meeting**
- **LOCATION: Fire Station Meeting Room**  
**225 Pine Avenue North**  
**Oldsmar, FL 34677**
- **Zoom: Meeting ID: 821 7194 4101 Passcode: 847959**

### **Agenda**

1. **Call to Order**
2. **Appoint Chairperson of the Meeting**
3. **Appoint Officer Positions**
  - **(1) President; (2) Vice President; (3) Treasurer; (4) Secretary**
4. **Adjournment**

**ALL OWNERS ARE WELCOME TO ATTEND**

**BY ORDER OF THE BOARD OF DIRECTORS**  
**MAGDA HATKA, LCAM**

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

**SELF NOMINATION.**  I, \_\_\_\_\_ hereby nominate myself as a candidate for election to the **Tuscany Woods Community Association, Inc. 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: **TUSCANY WOODS COMMUNITY ASSOCIATION, INC.**  
**C/0 AMERI-TECH COMMUNITY MANAGEMENT PARTNERS, LLC.**  
**5434 GRAND BOULEVARD**  
**NEW PORT RICHEY, FL 34652**

**PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM**

**TUSCANY WOODS COMMUNITY ASSOCIATION, INC.**  
**PROXY**

The undersigned owner(s) or designated vote of Unit/ Address \_\_\_\_\_

\_\_\_\_\_ in **TUSCANY WOODS COMMUNITY ASSOCIATION, INC.** hereby appoints the **Secretary** of the Association or \_\_\_\_\_ as my proxyholder to ATTEND the Annual Membership Meeting of **TUSCANY WOODS COMMUNITY ASSOCIATION, INC.** to be held at on **Tuesday, January 20, 2026** at **6:30 PM** at **Fire Station Meeting Room, 225 Pine Avenue North, Oldsmar, FL 34677** and by **Zoom: Meeting ID: 821 7194 4101 Passcode: 847959**

The proxyholder 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 proxyholder's authority is limited as indicated below:

**GENERAL POWERS:** You may choose to grant general powers. Check "General Powers" if you want your proxyholder 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 proxyholder 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.

Signature of Owner or Designated Voter:

Signature of Co-Owner

Date:

Print Name:

Print Name:

Date:

**SUBSTITUTION OF PROXYHOLDER**

The undersigned, appointed as proxyholder 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 proxyholder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. 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 mailing the proxy to Ameri-Tech Community Management Partners, LLC., 5434 Grand Blvd., New Port Richey, FL 34652.** 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.
5. 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.
6. 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.**