

# SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC

A Corporation Not-For-Profit

## NOTICE OF ANNUAL MEMBERSHIP MEETING, BOARD MEETING, & AGENDAS

NOTICE IS HEREBY GIVEN, in accordance with the Bylaws of Summer Brook of Melbourne Homeowners Association and the Florida Statutes, that the **ANNUAL MEMBERSHIP MEETING and ORGANIZATIONAL BOARD MEETING** will be held at the following date, time, and place for the purpose of voting on the proposed Meeting, Summer Brook of Melbourne HOA External Architectural Alteration Rules and Guidelines.

Date: AUGUST 4<sup>TH</sup>, 2022  
Time: 7:00 pm

Organizational Meeting to Follow

Location: BREVARD ALZHEIMERS FOUNDATION  
Address: 4676 N. WICKHAM Rd.  
MELBOURNE, FL 32935

### Annual Membership Meeting Agenda:

1. Call meeting to order.
2. Roll Call.
3. Advise Owner attendees to sign "sign-in" sheet and provide Ballot if no Proxy vote.
4. Explain Board election rules and format.
5. Ask for nominees; allow to speak for 3 minutes if more nominees than open positions.
6. Advise Owner attendees to turn in proxies to volunteer vote counters.
7. No vote count required if number of nominees less than or equal to number of open positions.
8. Perform voting (Ballots & Proxies if more nominees than open positions).
9. Vote count results.
10. Announce assignment of officer positions to be performed at following Board meeting.
11. Announce election of Director(s) complete.
12. Adjournment.

**Organizational Board Meeting Agenda:**

1. **Call meeting to order.**
2. **Roll call.**
3. **Reading and approval of minutes of last meeting.**
4. **Reports of Officers.**
5. **Financial Business.**
6. **Unfinished business.**
7. **Original resolutions and new business.**
  - i. Proposal, consideration of, discussion of, and voting on the proposed Meeting, **Summer Brook of Melbourne HOA External Architectural Alteration Rules and Guidelines** (a copy of which is attached).
8. **Adjournment.**

DATED, MAILED AND POSTED:

07-20-2022 (date)  
(At least fourteen (14) days prior to the meeting)

**SUMMER BROOK OF MELBOURNE HOMEOWNERS  
ASSOCIATION, INC.**

By:

Preston W. Mills  
(sign)

PRESTON W. MILLS, Secretary  
(Print)

A Corporation Not-for-Profit

**PROOF OF NOTICE AFFIDAVIT**

**NOTICE OF MEETING OF BOARD OF DIRECTORS REGARDING  
SUMMER BROOK OF MELBOURNE HOA EXTERNAL  
ARCHITECTURAL ALTERATION RULES AND GUIDELINES**

State of Florida  
County of Brevard

The undersigned **Secretary** of the Association, being first duly sworn, deposes and says that written notice of the **Meeting of The Board of Directors** scheduled for AUGUST 4<sup>TH</sup>, 2022, and a copy of the **Summer Brook of Melbourne HOA External Architectural Alteration Rules and Guidelines** was given by mailing a copy of such notice and proposed budgets, postage prepaid, at least **fourteen (14) days** prior to the Meeting of the Board of Directors to each member, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice.

Dated this 15<sup>TH</sup> day of AUGUST, 2022.

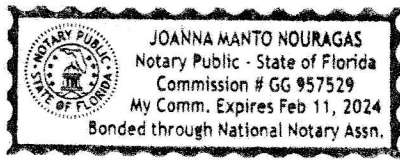
Summer Brook of Melbourne Homeowners Association, Inc.

By: Preston W. Mills  
PRESTON W. MILLS, as Secretary

The foregoing was acknowledged before me by means of  physical presence or  online notarization, this 15 day of AUGUST, 2022, by PRESTON W. MILLS, JR. SECRETARY for the Association, who is personally known to me or who has produced FL DRIVER LICENSE as identification.

NOTARY PUBLIC  
(sign) Joanna Manto Nouragas  
(print) JOANNA MANTO NOURAGAS

State of Florida At Large (seal)  
My commission expires: 02/11/2024



THIS DOCUMENT PREPARED BY:  
Rachel I. Pringle, Esq.  
ARIAS BOSINGER, PLLC  
845 E. New Haven Ave.  
Melbourne, FL 32901

RETURN TO:  
Summer Brook of Melbourne Homeowners Association, Inc.  
P.O. Box 410914  
Melbourne, FL 32940

-----the space above this line is reserved for recording purposes-----

**CERTIFICATE OF ADOPTION OF  
SUMMER BROOK OF MELBOURNE HOA  
EXTERNAL ARCHITECTURAL ALTERATION RULES AND GUIDELINES**

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, as President and Secretary of SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC. (hereinafter the "Association"), pursuant to the Florida Statutes, the Declaration of Covenants and Restrictions for Summer Brook, recorded in Official Records Book 3296, Page 0026, et seq., of the Public Records of Brevard County, Florida, as amended and supplemented (hereinafter the "Declaration"), and the By-Laws of Summer Brook of Melbourne Homeowners Association, Inc., recorded in Official Records Book 3296, Page 0036, et seq., of the Public Records of Brevard County, Florida, as amended and supplemented (hereinafter the "ByLaws"), hereby certify that the SUMMER BROOK OF MELBOURNE HOA EXTERNAL ARCHITECTURAL ALTERATION RULES AND GUIDELINES, which document is attached hereto and by reference made a part hereof, was duly adopted at a meeting of the Board of Directors of the Association on the 4<sup>th</sup> day of AUGUST, 2022 (hereinafter the "Meeting").

Pursuant to Article VII of the Declaration, Board of Directors shall have the right to approve the SUMMER BROOK OF MELBOURNE HOA EXTERNAL ARCHITECTURAL ALTERATION RULES AND GUIDELINES at the Meeting. Proper notice was given for the Meeting pursuant to the By-Laws of the Association and the Florida Statutes. The Notice of the Meeting stated the purpose, time, date and location of the Meeting.

The Association is a homeowners association created pursuant to the laws of the State of Florida. The attached SUMMER BROOK OF MELBOURNE HOA EXTERNAL ARCHITECTURAL ALTERATION RULES AND GUIDELINES shall supersede and replace any and all architectural rules or guidelines previously existing.

IN WITNESS HEREOF, the Association has caused these presents to be executed in its name, this 14<sup>th</sup> day of AUGUST, 2022.

Signed, sealed and delivered  
in the presence of

(Sign - Witness 1)

MARY RAHMES

(Print - Witness 1)

Kathleen Oliveira

(Sign - Witness 2)

SUMMER BROOK OF MELBOURNE  
HOMEOWNERS ASSOCIATION, INC.

By: Brian D. Pariseau  
(Sign)

Brian D. Pariseau  
(Print)

President, Summer Brook of Melbourne Homeowners  
Association, Inc.

Kathleen Olvera

(Print - Witness 2)

STATE OF FLORIDA  
COUNTY OF BREVARD

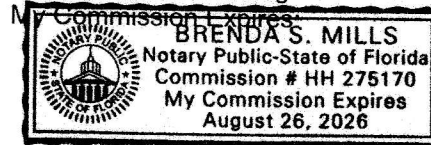
The foregoing was acknowledged before me by means of  physical presence or  online notarization, this 14<sup>th</sup> day of August, 2022, by Brian D Pariseau as PRESIDENT of the Association who is personally known to me or who has produced FL DL # P620-064-65-347 as identification.

NOTARY PUBLIC

(Sign) Brenda S Mills

(Print) Brenda S. Mills

State of Florida, At Large



RESOLUTION OF THE BOARD OF DIRECTORS  
OF  
SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC.  
TO ESTABLISH SUMMER BROOK OF MELBOURNE HOA  
EXTERNAL ARCHITECTURAL ALTERATION RULES AND GUIDELINES

THE FOLLOWING RESOLUTION IS SUBMITTED TO THE BOARD MEMBERS OF SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC., FOR CONSIDERATION AT A MEETING OF THE BOARD OF DIRECTORS TO BE HELD ON AUGUST 4<sup>TH</sup>, 2022, 2022.

RESOLVED, that the Board of Directors of the Association, by a vote of a majority of the Board of Directors, does hereby determine that the proposed Summer Brook of Melbourne HOA External Architectural Alteration Rules and Guidelines is required to effectuate the better management of the community, and;

IT IS FURTHER:

RESOLVED, that the Board of Directors does hereby, by a vote of a majority of the Board of Directors approve adopting the Summer Brook of Melbourne HOA External Architectural Alteration Rules and Guidelines.

IT IS FURTHER:

RESOLVED, that any documents and actions required to be filed or performed to effectuate this change and adoption of the Summer Brook of Melbourne HOA External Architectural Alteration Rules and Guidelines by the Board of Directors shall be executed with due attention and care by the President of the Association, and attested to by the Secretary of the Association, as soon as possible after this date.

We, the undersigned directors of SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC. certify that the foregoing is a true and correct copy of the Resolution adopted at the meeting of the Board of Directors of the Association held on AUGUST 4<sup>TH</sup>, 2022, which meeting was called after due notice was given and at which meeting a quorum of the Board of Directors was present and that such Resolution was adopted upon a vote of the Board of Directors. We also certify that as of this date, the following are Directors/Officers of this Association and that the signatures set forth are their true signatures.

SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC.

<u>Bruce J. Pomeroy</u>	<u>14 Aug 2022</u>
President/Director	Date
<u>Henry McAndrew</u>	<u>08/14/2022</u>
Vice-President/Director	Date
<u>Gregory W. Mills</u>	<u>08/14/2022</u>
Secretary/Director	Date
<u>Gregory W. Mills</u>	<u>08/14/2022</u>
Treasurer/Director	Date

VACANT  
Director \_\_\_\_\_ Date \_\_\_\_\_

IN WITNESS HEREOF, SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC. has caused these presents to be executed in its name, this 14<sup>th</sup> day of AUGUST, 2022.

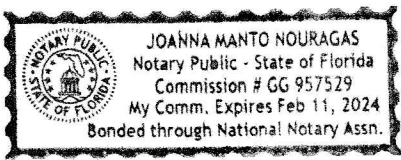
SUMMER BROOK OF MELBOURNE HOMEOWNERS ASSOCIATION, INC.

By: Preston W. Mills  
PRESTON W. MILLS, Secretary

(SEAL)

STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing was acknowledged before me by means of  physical presence or  online notarization, this 15 day of AUGUST, 2022, by PRESTON W. MILLS, JR., as SECRETARY of the Association who is personally known to me or who has produced FL DRIVER LICENSE as identification.



NOTARY PUBLIC  
(Sign) Joanna Manto Nouragas  
(Print) JOANNA MANTO NOURAGAS

State of Florida at Large  
My Commission Expires on: 02/11/2024