



**NOTICE OF ANNUAL/ELECTION MEETING OF
PALM SPRING VILLAS SOUTH MAINTENANCE INC**

TO: ALL MEMBERS OF PALM SPRING VILLAS SOUTH MAINTENANCE INC.

NOTICE IS HEREBY given, pursuant to Florida Statutes and the Bylaws of Palm Spring Villas South Maintenance Inc, (the "Association"), that, for the members of the Association, the Annual/Election meeting of the Association will be held on **Monday, March 24th 2025 , 6:00 PM at San Lazaro Catholic Church 4400 W 18 Ave.** for the purpose of, among other matters, the electing of five (5) directors to the Board of Directors of the Association and to conduct such other business which may properly be brought at an Annual Meeting.

The undersigned has hereby certified that this notice shall be mailed by depositing same in the United States Post Office, placed in a sealed envelope in the mailbox or electronically transmit to each member of the Association at his or her respective address as same appears on the books of the Association.

Dated: January 20th, 2025

PALM SPRING VILLAS SOUTH
MAINTENANCE INC a Florida not-for-
profit corporation

By: 
Nancy Font LCAM - Manager

AGENDA

1. Call to Order
2. Calling of the roll and certifying of the proxies (determination of quorum)
3. Proof of notice of meeting
4. Collection of the ballots not yet cast for election of directors
5. Appointment of impartial committee of inspectors for election of directors
6. Election of directors
7. New business
8. Adjournment



**PALM SPRING VILLAS SOUTH MAINTENANCE INC.
12901 W. Okeechobee Road, Suite F11
Hialeah Gardens, FL 33018**

January 20th 2025

Dear Member(s):

On behalf of the Board of Directors of Palm Spring Villas South Maintenance, Inc. (your "Association"), we are enclosing herewith a Notice of Annual Meeting of the Members of the Association for the purpose of, among other matters which may properly be brought, the electing of three (5) directors to the Board of Directors of the Association. The meeting will be held on **Monday, March 24, 2025, 6:00 pm at San Lazaro Catholic Church 4400 W 18 Ave.**

Any unit owner who wishes to be a candidate for the Board of Directors of the Association must submit written notice to the Association no later than February 12th, 2025 (i.e., not less than forty (40) days before the scheduled election). Written notice to the following address shall be deemed adequate written notice:

Palm Spring Villas South Maintenance Inc.
ATTN: Nancy Font, Manager
Your Neighborhood Management Group, Inc.
PO Box 126398
Hialeah, FL 33012

Such written notice shall be accomplished by one or more of the following methods: (a) certified mail, return receipt requested, directed to the aforesaid Manager; or (b) by personal delivery to the aforesaid Manager; or (c) by regular U.S. mail directed to the aforesaid Manager. Upon receipt by the Manager of written notice that a Unit Owner or other eligible person desires to be a candidate for the Board of Directors, the Manager shall issue a written receipt acknowledging delivery of the written notice.

Each candidate also has the option to deliver to the Association, **no later than 5:00 p.m. on February 17th, 2025** (i.e., not less than thirty-five (35) days before the scheduled election), a one-sided information sheet (no larger than 8 1/2 inches by 11 inches) describing the candidate's background, education and qualifications and any other factors deemed relevant by the candidate. The Association shall mail or deliver a copy of each candidate's information sheet with the second notice of election to be mailed or delivered by the Association to all members in approximately thirty to forty days, provided that such information sheet is delivered to the Association not less than 35 days before the election (as set forth above).

As required by law, all unit owners will be mailed or delivered a Second Notice of the election which will include a ballot to vote for the candidates for the Board, along with any information sheets which are timely submitted by prospective candidates. Instructions for voting procedures will also be provided.

Voting certificates, if applicable, shall designate who votes for a particular Unit. Voting rights shall be determined pursuant to the By-laws of the Association. For your convenience, a voting certificate, which should be used by you if same is necessary, will be provided to you along with the Second Notice. If a voting certificate is necessary for your Unit and one is not already on file with the Association (or if you desire to change any such voting certificate which is on file with the Association), please file same with the Association at its office prior to the scheduled Annual Meeting.

Your Association, which is the governing body of Palm Spring Villas South, has been organized for the benefit of all condominium owners. Accordingly, we would strongly urge you to make your selection of your directors with the utmost of care and consideration, as those directors will have the responsibility of running the affairs of your condominium, as well as the business of the Association. This meeting is your opportunity to vote for and participate in the election of those persons who will be your "voice in government" and, therefore, the return of your ballot (which you will receive in approximately thirty to forty days) is most important.

Sincerely,

PALM SPRING VILLAS SOUTH MAINTENANCE, INC.

By: _____


Nancy Font LCAM, Property Manager

NOTICE OF CANDIDACY

FOR ELECTION TO THE BOARD OF DIRECTORS OF
PALM SPRING VILLAS SOUTH MAINTENANCE, INC.

IF YOU WISH TO BE CONSIDERED AS A CANDIDATE FOR ELECTION TO THE BOARD OF DIRECTORS OF PALM SPRING VILLAS SOUTH MAINTENANCE, INC., PLEASE COMPLETE AND SUBMIT THE FOLLOWING FORM TO THE ASSOCIATION'S MANAGER, NANCY FONT, **BY NO LATER THAN 5:00 P.M., February 17th, 2025.**

THE ANNUAL MEETING WILL BE HELD ON **March 25, 2024** AND FIVE (5) MEMBERS WILL BE ELECTED TO THE BOARD OF DIRECTORS.

TO: PALM SPRING VILLAS SOUTH MAINTENANCE, INC.

Please be advised that I intend to be a candidate for the Board of Directors in the upcoming election.

- Attached please find my information sheet.
- I will not be submitting an information sheet.

DATED _____, 2025

 X
UNIT OWNER (or another eligible person)

Print Name: _____

Owner of Unit No.: _____

VOTING CERTIFICATE

DATE: _____

THIS IS TO CERTIFY that the undersigned, constituting all of the record title owners of the HOA unit located at _____ of Palm Spring Villas South Maintenance, Inc., have designated:

(Insert name of one person only)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express all meetings of the membership of the Palm Spring Villas South Maintenance, Inc. (the "Association") and for all other purposes provided by the Declaration of Condominium, the Articles of Incorporation and By-Laws of the Association.

This Certificate is made pursuant to the Declaration of Condominiums and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

THIS CERTIFICATE MUST BE SIGNED BY ALL OWNERS OF THE UNIT OR THE PROPER CORPORATE OFFICER(S).

Signature

Print Name: _____

Entity Name (if applicable): _____

Title (if applicable): _____

Dated: _____

Signature

Print Name: _____

Entity Name (if applicable): _____

Title (if applicable): _____

Dated: _____

The following examples illustrate the proper use of this Certificate:

- (i) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate must be filed designating one of them as the person entitled to vote, signed by John Doe and Jim Doe
- (ii) Unit owned by ABC Corporation. Voting Certificate must be executed by the President of that corporation designating the person entrusted to vote on behalf of the corporation.
- (iii) Unit owned by John Jones. Unit owned by only one person does not require a Voting Certificate.
- (iv) Unit owned by John Doe and Jane Doe (husband and wife). A Voting Certificate is not required designating one voting representative.