Andover Place Homeowner's Association, Inc.

1941 Mayport Road, Atlantic Beach, FL 32233 (904) 241-8886

February 2, 2026

NOTICE OF ANNUAL MEMBERS MEETING & ELECTION OF THE BOARD

NOTICE IS HEREBY GIVEN, in accordance with the Bylaws of Andover Place Homeowner's Association, Inc., that the Board of Directors will hold the Annual Members Meeting and Election of the Board of Directors meeting at the following date, time and place:

Date: **02/17/26**
Time: **6:30 p.m.**
Place: Trinity Baptist Church – Mandarin Campus – Annex
2955 Orange Picker Road, Jacksonville, FL 32223

AGENDA – Membership Meeting

1. Call to order. Establish membership quorum. Proof of Notice of Meeting.
2. Acceptance of minutes of previous annual meeting.
3. President's report (Mona)
4. Treasurer's report (Sharon)
5. Determination of new Board of Directors if a quorum is achieved.
   - Sharon Sanchez, Joe Godfrey, and Andrew Montjoy's terms continue (2024 2027.)
   - **Two (2) seats are open for the board of directors**
   - **Self Nomination forms are included with this packet- *if* there is a quorum at the meeting (in person or by proxy) and *if* there are more received than open seats then there will be an election.**
6. 2026 Planning (Mona)
7. Review and Member Vote to Update Documents
8. Open Forum (This meeting is run by Robert's Rules of Orders. 3 minutes limit.)
9. Adjournment.

(Organizational Meeting of the new board will take place immediately upon adjournment.)

Andover Place Owner's Association, Inc.

c/o Elim Services, Inc., 1941 Mayport Road, Atlantic Beach, FL 32233 (904) 241-8886

PROXY

February 17, 2026

Annual Membership Meeting

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the Secretary of the Association, or _____, agent with the power of substitution for and in the name, place and stead of the undersigned, to vote as proxy at the membership meeting of the Association, to be held at Trinity Baptist Church Mandarin on 2955 Orange Picker Road, Jacksonville, FL 32223, on February 17, 2026, at 6:30 p.m., and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present.

(In no event shall this proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given.)

DATED this _____ day of February, 2026.

_____
Signature

_____
Homeowner Name

_____
Property Address

_____
Email Address

Deliver completed proxy to a board member or homeowner planning to attend the meeting. You may also send to the Association at:

Andover Place Owner's Association, Inc.
c/o Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

E-mail: Deesa@ElimServices.com

Fax: (904) 212-2103

(See instructions for voting by proxy on reverse side.)

INSTRUCTIONS FOR
VOTING BY PROXY

If you are unable to attend the Members' Meeting and want to vote by proxy, please note the following information about proxies:

1. A proxy is for the purpose of appointing another person to vote for you in the event you might not be able to attend the meeting. It must be signed by the person authorized to cast the vote for the parcel. If you want to vote and do not attend the Annual Meeting, you must vote by proxy.

2. The proxy can be hand-delivered, either by you or your proxy, or submitted by US Mail, email or fax:

Andover Place Owner's Association, Inc.
c/o Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

Email: Deesa@ElimServices.com

Fax: (904) 212-2103

3. If you appoint a proxy and later decide you will be able to attend the meeting in person, you can withdraw your proxy when you register at the meeting.

4. A proxy may be revoked in writing or superseded by a later proxy to another person. It can also be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as proxy decides that he or she will be unable to attend the meeting.