

November 25, 2025



**ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.
SPECIAL MEMBERSHIP MEETING NOTICE**

Dear Anclote Reserve Homeowner,

NOTICE IS HEREBY GIVEN of a Special Membership Meeting and Board of Directors Meeting of the Anclote Reserve Homeowners Association, Inc. to be held on the following date, time and place:

DATE OF MEETING:	December 9, 2025
TIME OF MEETING:	6:00 PM
PLACE OF MEETING:	Starkey Ranch Welcome Center 2500 Heart Pine Ave Odessa, Florida 33556

The purpose of the Special Membership Meeting is to vote on the budget-related and year-end financial reporting issues listed below.

Enclosed please find a proxy for use in voting the issues in the event you are unable to attend the meeting. With regard to the proxy, there are two (2) voting issues to be considered, an explanation of which is provided below.

1. **Carry Over of any 2025 Surplus Funds:** The IRS Revenue Ruling 70-604 requires the Association to address the issue of surplus funds, if any, at the end of a budget year. The Board is recommending the 2025 surplus funds, if any, be carried over in the operating account to be used as a credit towards future maintenance fee assessments. Additionally, any surplus funds that are not carried over in the operating account may become taxable income. If you agree with the Board's recommendation, then you should vote **YES** to the carry-over of any surplus funds.

2. **Use of Reserve Funds in a Disaster/Catastrophic Event:** In the event of a disaster/catastrophic event, the Board of Directors would like to ensure sufficient funds to mitigate damage in an emergency situation. If approved by the membership and deemed appropriate by the Board, the use of all available funds, including reserves, will be utilized at the time of a loss. Use of the funds could include, but not be limited to, funding the insurance deductible, securing common property, etc. Alternatively, the Board may establish a special assessment as authorized in the Association's governing documents. Therefore, the Board is recommending you vote in favor of authorizing the use of reserve funds, if deemed appropriate by the Board at the time of the disaster/catastrophic event. If you agree with the Board's recommendation, then you should vote **YES** to the use of reserve funds to offset any potential special assessment at the time of loss.

Immediately following the Special Membership Meeting, there will be a Board of Directors Meeting to adopt the 2026 budget and to conduct any other business that is properly posted on the association premises 48 hours in advance of the meeting.

Enclosed please find a copy of the proposed 2026 budget, including reserve analysis, for your review. The proposed budget calls for no increase in maintenance fees.

Please remember, if you are unable to attend the Special Membership Meeting, return your proxy in the envelope provided prior to the meeting date of December 9, 2025.

Should you have any questions regarding the enclosed budget or proxy, please do not hesitate to contact our office.

Sincerely,

ON BEHALF OF THE BOARD OF DIRECTORS

A handwritten signature in dark ink, appearing to be 'KM' or 'Kim Morris', written over the printed name.

Kim Morris, CMCA, AMS
Resource Property Management

LIMITED PROXY – ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.

The undersigned owner(s) of unit _____ hereby appoints:
(check one)

_____ a) **Joseph “Manny” Arruda**, Secretary of the Association on behalf of the Board of Directors, or

_____ b) _____ (if you check b, write in the name of your proxy who will be in attendance at
the meeting)

If neither a or b is checked above, or if b is checked and no name is provided, your vote will be cast by the Secretary listed above.

as my proxy, with full powers of substitution, for and in the names, place and stead of the undersigned, to appear, represent and cast votes upon any matters on behalf of the undersigned at the Special Membership Meeting of the **Anclore Reserve Homeowners Association, Inc.** to be held December 9, 2025 at 6:00 PM at **Starkey Ranch Welcome Center 2500 Heart Pine Ave Odessa, Florida 33556**, and any adjournment thereof. This shall be a general proxy with the exception of any items listed below.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW).

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXYHOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

1. Do you want to rollover the 2025 surplus operating funds (if any) into the next fiscal year to avoid taxable consequences by the IRS of such remaining funds? _____ YES _____ NO

2. Do you want to authorize the Board of Directors the use of any and all available Reserve Funds in the event of a disaster or catastrophic event that causes damage to the common elements of your association? Such uses may include funding the insurance deductible, securing common property, etc. _____ YES _____ NO

WAIVING RESERVES IN WHOLE OR IN PART OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

Dated: _____ Unit # _____

The designated voter or all owners of the unit must sign below:

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SUBSTITUTION OF PROXY

(TO BE USED ONLY IF THE PROXY NAMED ABOVE IS UNABLE TO ATTEND THE MEETING)

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above.

Dated: _____ Proxy: _____

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.

Anclote Reserve HOA, Inc.
Proposed Budget
for 01/01/2026 to 12/31/2026

	2025 Annual Budget	2026 Projected Expenses	2026 Proposed w/Full Reserves	2026 % Increase (Decrease)
INCOME				
OPERATING INCOME				
40-01010 Maintenance Fees	224,464.69	137,466.72	224,466.00	0.00%
40-01060 Late Fees	0.00	600.00	0.00	0.00%
40-01070 Transmitter Income	0.00	440.00	0.00	0.00%
40-01071 Pre Lien Income	0.00	115.00	0.00	0.00%
40-01800 Operating Interest	0.00	41.95	0.00	0.00%
TOTAL OPERATING INCOME	224,464.69	138,663.67	224,466.00	0.00%
OTHER INCOME				
43-01995 Unallocated Rsv Interest	0.00	4,659.45	0.00	0.00%
TOTAL OTHER INCOME	0.00	4,659.45	0.00	0.00%
TOTAL INCOME	224,464.69	143,323.12	224,466.00	0.00%
EXPENSES & RESERVE FUNDING				
MAINTENANCE & REPAIR				
50-02045 General Repair & Maint	4,000.00	6,355.44	5,500.00	37.50%
50-02047 Pressure Cleaning Repair & Maint	2,500.00	0.00	2,500.00	0.00%
50-02050 Security-Gate Maintenance	5,000.00	13,701.20	15,000.00	200.00%
50-02070 Grounds Maintenance	33,000.00	32,042.27	45,000.00	36.36%
50-02071 Landscape	15,000.00	17,474.00	0.00	-100.00%
50-02072 Grounds Supplies	1,500.00	0.00	1,500.00	0.00%
50-02073 Tree Trimming	0.00	0.00	9,600.00	100.00%
50-02074 Irrigation	2,000.00	1,000.40	1,000.00	-50.00%
TOTAL MAINTENANCE & REPAIR	63,000.00	70,573.31	80,100.00	27.14%
UTILITIES				
60-04010 Electric	1,000.00	845.75	1,000.00	0.00%
60-04011 Electric-Street Lights	27,500.00	23,900.13	27,500.00	0.00%
60-04015 Water/Sewer	2,500.00	1,663.57	2,500.00	0.00%
TOTAL UTILITIES	31,000.00	26,409.45	31,000.00	0.00%

Anclote Reserve HOA, Inc.
Proposed Budget
for 01/01/2026 to 12/31/2026

	2025 Annual Budget	2026 Projected Expenses	2026 Proposed w/Full Reserves	2026 % Increase (Decrease)
ADMINISTRATIVE				
65-05010 Management Fee	14,553.00	14,664.75	15,000.00	3.07%
65-05011 Admin Expenses-Office Supplies	750.00	1,642.60	2,000.00	166.67%
65-05012 CPA Fees	500.00	100.00	500.00	0.00%
65-05014 Taxes-Corporate Annual	61.25	0.00	0.00	-100.00%
65-05020 Admin Expenses-Misc	1,500.00	1,294.30	0.00	-100.00%
65-05025 Postage	500.00	445.06	0.00	-100.00%
65-05030 Legal & Professional	8,000.00	7,889.59	8,000.00	0.00%
65-05040 Insurance-General	14,000.00	13,762.45	14,000.00	0.00%
65-05050 Social Events	2,400.00	1,802.50	2,000.00	-16.67%
65-05052 Holiday Lighting	1,200.00	900.00	950.00	-20.83%
65-05071 Admin Expenses-45 Day Pre Lien	0.00	340.00	0.00	0.00%
TOTAL ADMINISTRATIVE	43,464.25	42,841.25	42,450.00	-2.33%
RESERVE FUNDING				
80-09013 Mailbox	0.00	0.00	1,312.00	100.00%
80-09034 Gates	0.00	0.00	1,983.00	100.00%
80-09035 Streets/Walks	0.00	0.00	29,574.00	100.00%
80-09090 Deferred Maintenance	87,000.44	87,000.48	38,047.00	-56.27%
80-09095 Reserve Interest	0.00	0.00	0.00	0.00%
TOTAL RESERVE FUNDING	87,000.44	87,000.48	70,916.00	-18.49%
MISCELLANEOUS DISBURSEMENTS				
10550-Prior Year Expense	0.00	0.00	0.00	0.00%
TOTAL MISCELLANEOUS DISBURSEMENTS	0.00	0.00	0.00	0.00%
TOTAL DISBURSEMENTS	224,464.69	226,824.49	224,466.00	0.00%
NET(INCOME LESS DISBURSEMENTS)	0.00	(83,501.37)	0.00	0.00%

Andlote Reserve HOA, Inc.
 Maintenance Fees
 Proposed Fee Schedule for Year
 for 01/01/2026 to 12/31/2026

Description	Class Type	% of Own	# Units	% Own by Class	2025 Quarterly	2025 Annual	2026 Proposed Quarterly	2026 Proposed Annual
Maintenance Fee	MN1	0.617284%	162	100.0000%	346.40	4,156.80	346.00	224,466.00
Totals			162	100.0000%				224,466.00

Number of Payments Each Year 12

Anclote Reserve HOA, Inc.

Proposed Reserve Plan
for 01/01/2026 to 12/31/2026

Reserve Item	Repair / Replace Cost	2025 funding less exp as of 09/30/2025	Anticipated funding 08/01/2025 - 12/31/2025	Anticipated exp 10/01/2025 - 12/31/2025	Estimated Reserve Balance on 01/01/2026	Remaining Unreserved Funds	Est New Life	Rem Life Yrs	2026 Reserve Required
80-09013 Mailbox	33,600.00	9,987.28		0.00	9,987.28	23,612.72	25	18	1,312.00
80-09034 Gates	35,900.00	14,091.60		0.00	14,091.60	21,808.40	20	11	1,983.00
80-09035 Streets/Walks	478,230.00	93,767.08		0.00	93,767.08	384,462.92	20	13	29,574.00
80-09090 Deferred Maintenance	127,465.52	60,418.36	29,000.16	0.00	89,418.52	38,047.00	1	1	38,047.00
80-09095 Reserve Interest	0.00	6,328.09		0.00	6,328.09	(6,328.09)			0.00
Totals									70,916.00

The Association's board of directors used a reserve study to determine the remaining useful lives and replacement costs of the reserve items.

The Association's current policy is to not allocate interest monthly unless a motion is made by the Board of Directors.

The association's reserves were not waived for the period.

ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.

NOTICE IS HEREBY GIVEN of the Special Membership Meeting of the Anclote Reserve Homeowners Association, Inc. to be held:

DATE OF MEETING: December 9, 2025

TIME OF MEETING: 6:00 PM

PLACE OF MEETING: Starkey Ranch Welcome Center
2500 Heart Pine Ave
Odessa, Florida 33556

The order of business for the Special Membership Meeting shall be as follows:

- Call to Order
- Certifying Quorum
- Proof of Notice of the Meeting
- Reading and Disposal of any Unapproved Minutes
- Unfinished Business – N/A
- New Business
 - a) Vote on Carry Over of any 2025 Surplus Funds
 - b) Use of General Reserve Funds in a Disaster/Catastrophic Event
- Adjournment

Immediately following the Special Membership Meeting, there will be a Board of Directors Meeting to adopt the 2026 budget and conduct any other business that is properly noticed and posted 48 hours in advance of meeting.

This notice was posted on the association premises 14 days in advance of the meeting by the order of the Board of Directors and in compliance with Florida Statutes.

Posted by

Date

**FIRST NOTICE OF THE ANNUAL MEMBERSHIP MEETING
AND ELECTION OF THE BOARD OF DIRECTORS
ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.
AND PROCEDURE FOR QUALIFYING FOR THE BOARD**



TO ALL MEMBERS:

The Annual Meeting of the Membership of Anclore Reserve Homeowners Association will be held for the purpose of electing Directors and such other business as may lawfully be conducted. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF THE ANNUAL MEETING", which notice will specify the agenda and any other important information concerning the Annual Membership Meeting.

The purpose of this notice is to advise you of the date, time and place of the Annual Membership Meeting and Election and to inform you of the process for qualifying for the Board.

**December 29, 2025
6:00 PM
Starkey Ranch Welcome Center
2500 Heart Pine Ave
Odessa, Florida 33556**

QUALIFYING FOR THE BOARD

On or before December 11, 2025, you are requested to give written notice, either by mail, fax, email or in person to the Association of your desire to run for the Board if you would like your name to be included on the Ballot to accompany the Second Notice of Annual Meeting. Address your Intent to the Association's mailing address C/O Resource Property Management, 28100 US 19 North Suite 200 Clearwater, Florida, 33761 or email mpuckett@resourcepropertymgmt.com


The attached "NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS" may be used for that purpose. All Notices MUST include your signature. In addition to and in accordance with the Bylaws there will be an opportunity for nominations from the floor at the meeting, since there was not a nominating committee appointed this year.

You may submit with the Notice an Information Sheet, no larger than 8 ½ inches by 11 inches, one side only, containing your qualifications and/or platform for office. This information sheet must be received by the Association on or before December 11, 2025 by 5:00 P.M if you would like it to be included with the Second Notice mailing. Candidate intent forms and information sheets received after the stated deadline will not be included on the ballot or in the mailing, but those interested in serving on the Board will still be able to be nominated from the floor the night of the meeting.

The Candidate Information Sheets and ballots will be mailed to voting members at least fourteen (14) days) prior to the date of the Annual Meeting.

This notice was mailed or hand delivered to all owners of record on November 25, 2025

BY ORDER OF THE BOARD OF DIRECTORS


Kim Morris, CMCA, AMS
District Manager
Resource Property Management

**NOTICE OF INTENT TO BE A CANDIDATE FOR THE
BOARD OF DIRECTORS
OF
ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.**

Please note that if you wish to provide your Notice of Intent to be a Candidate for the Board of Directors must be received by Resource Property Management or the Association no later than December 11, 2025, in order for your name to appear on the Ballot that accompanies the Second Notice. In addition, if you wish to provide an Information Sheet to be included in the mailing to the membership with the Second Notice of Annual Meeting, then that information sheet must be received no later than December 11, 2025, at 5:00 PM

I, _____ hereby place my name in nomination as a candidate for the Board of Directors.

☐ I have enclosed my Information Sheet.

(Information sheet is no larger than 8 1/2" X 11" and is one sided)

☐ I have **not** enclosed my Information Sheet and understand that I must have it delivered to the Association no later than December 11, 2025, otherwise the Information Sheet will not be distributed to the Unit Owners.

☐ I **will not** be submitting an Information Sheet to be distributed with the second mailing of the Annual Meeting.

I understand that I am responsible for the accuracy of the information contained in the Information Sheet. Neither the Association nor the Management Company will type, change or alter the Information Sheet in any way. Therefore, please submit it in the manner you wish it to be presented to the Membership.

Signature

Printed Name

Date

**PLEASE REFER TO BOARD MEMBER ELIGIBILITY
AND EDUCATION REQUIREMENTS ENCLOSED**

HOMEOWNER ASSOCIATION BOARD MEMBER ELIGIBILITY

Florida Statute 720.306(9)(b)

(b) **A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association on the day that he or she could last nominate himself or herself or be nominated for the board may not seek election to the board, and his or her name shall not be listed on the ballot.** A person serving as a board member who becomes more than 90 days delinquent in the payment of any fee, fine, or other monetary obligation to the association shall be deemed to have abandoned his or her seat on the board, creating a vacancy on the board to be filled according to law. For purposes of this paragraph, **the term “any fee, fine, or other monetary obligation” means any delinquency to the association with respect to any parcel.** A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, may not seek election to the board and is not eligible for board membership unless such felon’s civil rights have been restored for at least 5 years as of the date on which such person seeks election to the board. The validity of any action by the board is not affected if it is later determined that a person was ineligible to seek election to the board or that a member of the board is ineligible for board membership.

Florida Statute 720.303

(1)(a) **Within 90 days after being elected or appointed to the board, each director must submit a certificate of having satisfactorily completed the educational curriculum administered by a department-approved education provider.**

1. The newly elected or appointed director must complete the department-approved education for newly elected or appointed directors within 90 days after being elected or appointed.
2. The certificate of completion is valid for up to 4 years.
3. A director must complete the education specific to newly elected or appointed directors at least every 4 years.
4. **The department-approved educational curriculum specific to newly elected or appointed directors must include training relating to financial literacy and transparency, recordkeeping, levying of fines, and notice and meeting requirements.**
5. In addition to the educational curriculum specific to newly elected or appointed directors:
 - a. A director of an association that has fewer than 2,500 parcels must complete at least 4 hours of continuing education annually.
 - b. A director of an association that has 2,500 parcels or more must complete at least 8 hours of continuing education annually.

(b) **A director who does not timely file the educational certificate is suspended from the board until he or she complies with the requirement.** The board may temporarily fill the vacancy during the period of suspension.

(c) The association shall retain each director’s educational certificate for inspection by the members for 5 years after the director’s election. However, the failure to have the written certification or educational certificate on file does not affect the validity of any board action.