

**PARKWOOD SQUARE VILLAS**  
**Unapproved Budget Adoption and Annual Meeting Minutes**  
**December 1, 2025**

**DATE/TIME** December 1, 2025, 6:00 PM

**Location:** Ameri-Tech Community Management (St. Petersburg Branch Office)  
6415 1<sup>st</sup> Avenue South, St. Petersburg, FL 33707

**ANNUAL BUDGET ADOPTION MEETING**

Meeting called to order at 6:11 p.m. by Gloria Reed, Property Manager.

Proof Of Notice established by Gloria Reed with proof of certified mailing of budget and notice.

Quorum of the Board: Jeanne Roney, President, Austin Delgado, Vice-President, Ciara Adames, Secretary, and Orlando Cruz, Treasurer.

Quorum of the Membership: Total 24 Proxies received and in Person

Discussion between the Board and members regarding the votes requested. Pooling, Waiving and particular increases noted in the proposed budget.

Vote to Waive Financial Reporting: Passed:

Vote to Roll Over Excess Funds: Passed

Vote to Transfer Reserves to Pooled Account: Passed

Motion made by Jeanne Roney to Establish Pool Reserves for the community. Motion seconded by Austin Delgado. Motion Passed with all board members voting yes.

Motion made by Jeanne Roney, to adopt the 2026 annual budget that was mailed to all homeowners: Motion Seconded by Ciara Adames. Motion Passed with all Board members voting yes.

The meeting was Adjourned at 7:35pm.

**Annual Meeting called to Order at 7:36pm**

**Chairperson appointed to the Meeting:** Gloria Reed, Property Manager

**Proof of Notice of the Meeting:** 1<sup>st</sup> Notice was mailed on October 2, 2025  
2<sup>nd</sup> Notice was mailed on November 6, 2025

**Quorum Requirement:** 23

**Total Present /Proxies:** 24

Minutes from the last annual meeting were waived.

**Election of Directors:** This year the number of candidates running for the Board does not exceed the number of vacancies that exist on the Board. In accordance with State Statutes, the candidates running for office, by Proclamation, will become the Association's new Board of Directors.

**New Board of Directors:** Ciara Adames, Orlando Cruz, Austin Delgado and Jeanne Roney.

**Open Forum:** Repairs, Insurance Coverage, Lawn care, Two payments of fees.

The new Board members were seated.

Adjournment: There being no further business, the meeting ended at 8:05 pm.

**Organizational Meeting called to order at 8:06 pm.**

**Owners were informed that they could stay at this meeting if they choose.**

**After the New Board was seated, the board members discussed the positions and agreed to the following:**

**President:** Jeanne Roney

**Vice President:** Austin Delgado

**Treasurer:** Orlando Cruz

**Secretary:** Ciara Adames

**Meeting adjourned at 8:15 pm**

**Minutes Prepared by Gloria Reed, Property Manager**