

Old Mill Cove Homeowners Association, Inc.

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



«Owner»
«Mailing_Address_1»
«State»

Notice of Annual Members' Meeting

NOTICE IS HEREBY GIVEN that the Annual Members' Meeting, election of the Board, and adoption of the enclosed proposed 2025-2026 budget will be held at the following date, time, and place.

Date: September 8, 2025

Time: 7:00 pm.

Place: Fort Caroline Community Center
4131 Ferber Road
Jacksonville, FL 32277

Any property owner desiring to be a candidate for the Board of Directors may either give written notice to the Association of such person's candidacy in advance or at the meeting. Notice may be sent by US Mail, email, or fax to:

Old Mill Cove Homeowner's Association, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

Email: Ashley@ElimServices.com Fax: (904) 212-2103

Immediately following the Members' Meeting, the board will conduct a Board Meeting where the enclosed amendment to the Bylaws of The Old Mill Cove Homeowner's Association will be voted on and adopted by the new Board of Directors.

Old Mill Cove Homeowner's Association, Inc.

Ashley Boettcher

By: Ashley Boettcher, CAM
Elim Services, Inc.

DATED, EMAILED AND MAILED: August 25, 2025



Annual Members Meeting Agenda

- 🌴 Establish Quorum of members/Call to Order
- 🌴 Review and approve minutes from previous meeting
- 🌴 Report from the Nominating Committee
 - Open floor for nomination
- 🌴 Election of Board of Directors
- 🌴 Vote of the 2025-2026 Proposed Budget
- 🌴 ARB Requests and Requirements
- 🌴 Ordinance Codes
- 🌴 Overview of By-Laws Language Change and Why Its Necessary
- 🌴 Open Forum
- 🌴 Adjournment

Board Meeting Agenda

- 🌴 Establish a Quorum of the Board/Call Meeting to Order
- 🌴 Discuss and Vote on Amendment to Community By-Laws
 - See Proposed Amendment to the By-Laws Language on the last page.
- 🌴 Adjournment

Old Mill Cove Homeowners Association, Inc.

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



PROXY

September 8, 2025

Annual Members Meeting with Election of Board of Directors

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 Annual Members Meeting, to be held at Fort Caroline Community Center, 4131 Ferber Road, Jacksonville, FL 32277 on September 8, 2025 at 7:00pm., 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 _____, 2025.

Signature

Homeowner Name

Property Address

NOTE: If you cannot be present for the meeting, please complete and return this form to the Association prior to the meeting or send the completed form to the meeting with your designated proxy. The form may be submitted by US mail, e-mail or fax.

Old Mill Cove Homeowner's Association
c/o Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
Email: Ashley@ElimServices.com Fax: (904)212-2103

(Please see back for instructions.)



VOTING BY PROXY

If you are unable to attend the Annual 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/lot. If you want to vote and do not attend the Annual Meeting, you may choose to vote by proxy.
2. The proxy should be submitted to the Association prior to the scheduled time of meeting. It can be hand-delivered, either by you or your proxy, or submitted to our management company by US mail, email or fax:

Old Mill Cove Homeowner's Association
c/o Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

Email: Ashley@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 decides that he or she will be unable to attend the meeting.
5. A proxy form is on the opposite side of this page, if needed.



SELF NOMINATION FORM

I, _____, hereby place my name in nomination for the Board of Directors for the Old Mill Cove Homeowner's Association.

Date

Signature

Please note: Under the amended provisions of Chapter 720 of the Florida Statutes, you will not be eligible for board membership if any of the following apply:

- You are more than 90 days delinquent in the payment of any fee, fine, special or regular assessment due the association.
- You were convicted of a felony in Florida or convicted of an offense in another jurisdiction that would be considered a felony in Florida (unless your civil rights have been restored for at least five years)

By signing this form, you are stating that you are an owner of a home in the association and that you meet the requirements stated and are eligible to serve on the Board of Directors.

This form may be submitted by US mail, e-mail, or fax.

Old Mill Cove Homeowner's Association, Inc.
c/o Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

Fax: (904) 212-2103 E-mail: Ashley@ElimServices.com

Old Mill Cove Homeowners Association, Inc.

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



This page intentionally left blank.

Old Mill Cove Homeowners Association, Inc.

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



PROPOSED AMENDMENT TO THE BYLAWS OF THE OLD MILL COVE HOMEOWNER'S ASSOCIATION, INC.

The proposed amendment is to Article VII Assessments: Section 5

Current Language:

In addition to the annual assessments, the Association may levy, in any fiscal year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, extraordinary repair or replacement of a capital improvement upon the Common Area, including fixtures and personal property related thereto, ~~provided that any such assessment shall have the assent of two-thirds of all members who are entitled to vote at a meeting duly called for this purpose.~~

Amended Language:

In addition to the annual assessments, the Association may levy, in any fiscal year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, extraordinary repair or replacement of a capital improvement upon the Common Area, including fixtures and personal property related thereto, provided that any such assessment shall have the assent of a 2/3 majority vote of members who are present where a quorum is present, at a meeting duly called for this purpose.

Old Mill Cove Homeowners Association, Inc.

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



This page intentionally left blank.

Old Mill Cove Homeowners Association, Inc.

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



Old Mill Cove Home Owners Association, Inc. October 1, 2025 to September 30, 2026 85 units

	2025 Budget	2025 Projected	2026 Budget NO INCREASE \$225.00 Annually	Notes
HOA Assessments	\$ 19,125.00	\$ 22,315.00	\$ 19,125.00	2025 Projected assessment income is higher due to several paid off collections accounts
Annual Report	\$ 61.25	\$ 61.00	\$ 61.25	
Bank Fees	\$ 148.75	\$ 148.75	\$ 148.75	
Unpaid Assessment Allowance	\$ 75.00	\$ 540.69	\$ 225.00	
HOA Insurance	\$ 3,662.00	\$ 3,382.00	\$ 3,800.00	Possible 10%/15% increase
Front End Landscaping Service	\$ 5,040.00	\$ 5,040.00	\$ 5,040.00	
Legal & Collection Fees	\$ 170.20	\$ 125.70	\$ 125.00	
Maint & Repair & Improvements	\$ 2,134.00	\$ 1,626.00	\$ 1,111.20	
Management Fees	\$ 6,058.80	\$ 6,058.80	\$ 6,058.80	no increase
Postage/ Office Supplies	\$ 470.00	\$ 590.00	\$ 575.00	
Tax Return Prep	\$ 180.00	\$ 180.00	\$ 180.00	
Util. JEA Utilities (Electric)	\$ 375.00	\$ 332.00	\$ 350.00	
Util. JEA Utilities (Water)	\$ 750.00	\$ 1,422.00	\$ 1,450.00	
Savings Contribution		\$ 2,808.06		2025 projected is excess funds that will be transferred to the savings acct at the end of Sept
Total Expenses	\$ 19,125.00	\$ 22,315	\$ 19,125.00	
	\$ -	\$ -	\$ -	

Old Mill Cove Homeowners Association, Inc.

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



This page intentionally left blank.