

**NOTICE OF SPECIAL MEETING OF THE MEMBERSHIP
AND BOARD/BUDGET MEETING
OF ALTERRA HOMEOWNERS ASSOCIATION, INC.**

TO ALL MEMBERS:

On **Monday, September 16, 2024, at 6:30 p.m.**, a Special Meeting of the Membership and a Board of Directors Budget Meeting of the Association will be held at the First Baptist Church of Plant City, South Campus, James L. Redman Parkway, Plant City FL 33566.

A Special Meeting of the Membership will be held for the purpose of voting on a proposed amendment and such other business as may lawfully be conducted. The agenda for the meeting is as follows:

1. Certifying Quorum - Call to Order
2. Vote on Proposed Amendments to Article XIII, Lease And Occupancy Restrictions of the Declaration of Covenants, Conditions and Restrictions of Alterra
3. Announcement of Voting Results
4. Homeowner Comments
5. Adjournment

Thirty percent (30%) of all Association members (a “quorum”) must be present, in person or by proxy, at the meeting, for business to be conducted. Enclosed please find a proxy for you to consider and utilize for this meeting. You may of course attend the meeting in person, but if you are unable to attend, it is important you return the proxy so that members can conduct a valid meeting. Please return the proxy to McNeil Management no later than September 13, 2024 by email to management@mcneilmsi.com, mail to P.O. Box 6235, Brandon, FL 33508-6004 or by fax to (813) 689-2747.

Following the Special Meeting of the Membership, a Board of Directors Meeting will be held for the purpose of discussing/approving the 2025 Association Budget and Assessment. As always, homeowners are welcome and encouraged to attend. The agenda for the meeting is as follows:

1. Certifying Quorum - Call to Order, Reading of Minutes
2. Monthly Reports
3. Proposed 2025 Budget/Assessment – Discussion and Voting
4. Homeowner Comments
5. Adjournment

For your convenience, a proposed budget is available on the McNeil Management Homeowner Portal at www.mcneilmsi.com. The approved budget will be available on the portal after the meeting. A copy of the current year’s budget is available on the portal throughout the year. Please register on the portal to gain access to such information and to manage your association member record and account details.

Dated: September 11, 2024

BY ORDER OF THE BOARD OF DIRECTORS
ALTERRA HOMEOWNERS ASSOCIATION, INC.

By: McNeil Management Services, Inc.
On behalf of the Association

Enclosures: Schedule of Amendments (On Back)
Proxy