

February 12, 2026

NOTICE

**KETCH COURTYARD OWNERS' ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING**

Dear Ketch Courtyard Owner:

In accordance with the Association's Declaration of Condominium and Bylaws, please be advised the Annual Membership Meeting of Ketch Courtyard Association, Inc. will be held with Zoom on:

SATURDAY, MARCH 14, 2026

9:00 A.M.

AMELIA ISLAND MANAGEMENT CONFERENCE ROOM

5440 FIRST COAST HIGHWAY

FERNANDINA BEACH, FLORIDA 32034

Enclosed are the Agendas, March 15, 2025, Annual Membership Meeting Minutes, September 17, 2025, Special Membership Meeting Minutes, and Proxy.

It is important ALL proxies be returned, as a quorum must be represented in order for your association to conduct business. (Even if you plan to attend the meeting, your Board asks that you please return your proxies prior to the meeting so we will know if we have a quorum of the membership. Also, this will help avoid a delay on the day of the meeting.) Please complete the proxy and mail or deliver to: Amelia Island Management, 5440 First Coast Highway, Amelia Island, FL 32034 or scan and email to latonya.ney@omnihotels.com.

Because there are two (2) positions to be filled on the Board and two (2) notices to serve were received from: Robert Lorence and Jordan Stone, **there will Not be an election.**

Please be advised as of October 1, 2003, the U.S. Patriot Act requires banks to have a copy of the Driver's License and the Social Security Number of the President, Secretary, Treasurer, and anyone who signs checks. Potential Board Members are asked to have this information available at the meeting where the election will be held.

Sincerely,



Nick Lambiase, Jr.
Registered Agent
NL/ln

AGENDA

Following is the Agenda for the Annual Membership Meeting of the Ketch Courtyard Association, Inc. to be held **Saturday, March 14, 2026, at 9:00 a.m., in the Amelia Island Management Conference Room, 5440 First Coast Highway, Amelia Island, Florida with Zoom.**

- I. Determination of Quorum and Confirmation of Meeting Notice
- II. Call to Order
- III. Approval of Minutes:
 - A. March 15, 2025, Annual Membership Meeting (Membership Vote)
 - B. September 17, 2025, Special Membership Meeting (Membership Vote)
 - C. September 17, 2025, Budget Meeting (Board Vote)
- IV. Financial Report
- V. Old Business
- VI. New Business
 - A. Board renewal line of credit with First Federal Bank
 - B. Open discussion on items pertaining to the Association
 - C. Discussion on Tinting Windows
- VII. Installation of Directors
- VIII. Determination of 2027 Annual Meeting Date
- IX. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/84558646063>

Meeting ID: 845 5864 6063

One tap mobile

+13052241968, 84558646063# US

+13126266799, 84558646063# US (Chicago)

KETCH COURTYARD ASSOCIATION, INC.
BOARD OF DIRECTORS ORGANIZATIONAL MEETING
IMMEDIATELY FOLLOWING THE ANNUAL MEETING

- I. Call to Order
- II. Election of Officers
- III. Adjournment

KETCH COURTYARD OWNERS' ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING
MARCH 15, 2025

An Annual Membership Meeting of the Ketch Courtyard Owners Association, Inc. was held on this date in the Amelia Island Management Conference Room, 5440 First Coast Highway, Amelia Island, Florida via Zoom.

DIRECTORS PRESENT

Herb Davis, President
Andy Perry, Secretary and Treasurer (*via Zoom*)
Richard Tozer, Director (*via Zoom*)
Jordan Stone, Director

AMELIA ISLAND MANAGEMENT

Nick Lambiase, Jr., AIM Director
LaTonya Ney, Administrative Specialist

DIRECTORS NOT PRESENT

Steven Ross, Director

MEMBERS PRESENT

On File at AIM

CALL TO ORDER

Notice of the meeting was emailed and mailed to the Board and Membership and posted on property on February 13, 2025, in accordance with the Bylaws of the Association. There were twenty-one (21) owners present in person, by proxy, or with Zoom, which represented a quorum. Herb Davis called the meeting to order at 9:05 a.m.

APPROVAL OF MINUTES

Herb Davis moved to approve the minutes from the March 16, 2024, Annual Membership meeting; Jordan Stone seconded, and the motion passed unanimously.

Herb Davis moved to approve the minutes from the October 9, 2024, Special Membership meeting; Jordan Stone seconded, and the motion passed unanimously.

Andy Perry moved to approve the minutes from the October 9, 2024, Budget meeting; Richard Tozer seconded, and the motion passed unanimously.

FINANCIAL REPORT

Nick Lambiase Jr. provided the financial report as of the end of February. There is \$36,226.77 in the lockbox checking and there is \$50,000 in a CD at Truist Bank, earning 3.95% interest. Nick stated that there is \$23,750.42 in the mandatory reserves. As of today, there is only 1 person late on their monthly dues. Discussion ensued.

VOTE TO WAIVE 2024 YEAR-END FINANCIAL REPORT

Richard Tozer moved to waive the year-end financial report as required by FL Statutes 718.111(13) (a); Jordan Stone seconded the motion. There were 19 "yes" votes and 2 "no" votes and the motion passed.

OLD BUSINESS

None.

NEW BUSINESS

A. Board renewal line of credit with First Federal-

Herb Davis made a motion to renew the \$150,000 line of credit with First Federal; Jordan Stone seconded the motion, and the motion passed unanimously.

B. Open Discussion on Items Pertaining to the Association- Herb Davis discussed the 2 projects that need immediate attention, which are the parking lot and the steel doors. The asphalt has cracks and needs repairs. Herb stated they received bids from 2 companies, 1 in the amount of \$11,664 and 1 in the amount of \$5,800 for asphalt repairs. The difference in price is mainly due to a company measuring 3,000 linear feet and the other company measuring 1,000 linear feet. The 2 sets of steel doors located in the hallways, on the 2nd floor and the 4th floor, are in bad shape. There are a couple of bids for the steel doors to include a bid for \$8,200 and \$13,984. Herb suggested waiting until after summer to have the asphalt repaired but would like the doors to be repaired. The board discussed windows, doors, and asphalt. Discussion ensued.

Herb Davis made a motion to allow the board to set aside \$30,000 for both projects, with the cost not to exceed \$30,000; Richard Tozer seconded the motion, and the motion was approved unanimously.

RESULTS OF ELECTION AND INSTALLATION OF DIRECTORS

Since there are three (3) positions to be filled on the Board and four (4) notices to serve were received from Herb Davis, Robert Lorence, Andy Perry, and Richard Tozer, there is an election. Herb Davis, Andy Perry, and Richard Tozer are installed on the Board for a 2-year term. Herb Davis thanked Robert Lorence for his interest in being on the board and encouraged him to put his name in next year as well. Herb suggested that Robert volunteer to be a chairperson for projects.

DETERMINATION OF 2026 ANNUAL MEMBERSHIP MEETING DATE

The Annual Membership meeting date is Saturday, March 14, 2026, at 9:00 a.m.

ADJOURNMENT

With no further business, President Herb Davis called for the meeting to be adjourned; Jordan Stone seconded, and the meeting was adjourned at 9:46 a.m.

Respectfully submitted,

Herb Davis

Herb Davis, President

HD/ln

KETCH COURTYARD OWNERS' ASSOCIATION, INC.
SPECIAL MEMBERSHIP MEETING
SEPTEMBER 17, 2025

A Special Membership Meeting of the Ketch Courtyard Owners Association, Inc. was held on this date in the Amelia Island Management Conference Room, 5440 First Coast Highway, Amelia Island, Florida and with *Zoom*.

DIRECTORS PRESENT

Herb Davis, President (*via Zoom*)
Andy Perry, Secretary and Treasurer (*via Zoom*)
Richard Tozer, Director (*via Zoom*)
Jordan Stone, Director (*via Zoom*)
Steven Ross, Director (*via Zoom*)

AMELIA ISLAND MANAGEMENT

Nick Lambiase, Jr., AIM Director
LaTonya Ney, Administrative Specialist

BOARD MEMBERS ABSENT

N/A

MEMBERS PRESENT

On File at AIM

DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE

Notice of the meeting was emailed to the Membership and posted on the property on August 18, 2025, in accordance with the Bylaws of the Association. There were 21 owners present in-person, with *Zoom* and by proxy, which represented a quorum.

CALL TO ORDER

Herb Davis called the meeting to order at 9:02 a.m. and Nick Lambiase Jr. chaired the meeting.

MEMBERSHIP VOTE ON THE NON-SIRS RESERVE REQUIREMENT

Richard Tozer made a motion to waive the non-SIRS reserve requirement for the next fiscal year, October 2025-September 2026; Jordan Stone seconded the motion, and with 21 "yes" votes and "0" no votes, the motion passed.

ADJOURNMENT

Herb Davis made a motion to adjourn; Steven Ross seconded the motion, and the meeting was adjourned at 9:04 a.m.

IMPORTANT

MUST BE RETURNED BY FRIDAY, MARCH 13, 2026

KETCH COURTYARD ASSOCIATION, INC.

I/We, the undersigned owner(s), hereby constitute and appoint, **in my absence**, the President of the Association, his designee, or _____, as my proxy holder to attend the Annual Membership Meeting of the Ketch Courtyard Condominium Association, Inc. to be held on Saturday, March 14, 2026, at 9:00 a.m., at Amelia Island Management Conference Room, Amelia Island, Florida in person with Zoom. The proxy holder named above has the authority to vote and act for me, ***through the power of substitution***, on general issues **ONLY**, as I would if personally present. My proxy holder's authority is **restricted to**:

GENERAL POWERS I hereby authorize and instruct my proxy holder to use his/her best judgment on all matters which properly come before the meeting as may be authorized by Section 718.112(2) (b) 2, Florida Statutes.

Signed this _____ day of _____, 2026

Signature _____ Printed Name of Owner _____

Unit # _____

THIS PROXY IS SOLICITED BY KETCH COURTYARD ASSOCIATION, INC.

Please sign, date, and return in the enclosed envelope to:
Amelia Island Management, 5440 First Coast Highway, Amelia Island, FL 32034
or scan and e-mail to latonya.ney@omnihotels.com

(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.)

Name
