

**Crystal Key at Woolbright Place Homeowners Association**  
c/o Southern Shores Management Inc.  
6801 LakeWorthRoad, Suite 350  
Greenacres, FL 33467  
Office: 561-460-2619 Email:[admin@ssminc.net](mailto:admin@ssminc.net)

**NOTICE OF ANNUAL/BUDGET MEETING OF THE MEMBERS OF  
CRYSTAL KEY AT WOOLBRIGHT HOMEOWNERS ASSOCIATION INC.**

**NOTICE IS HEREBY GIVEN** that the Annual/ Budget Meeting of the Members will be held at the Association Pool on Thursday , November 13, 2025 at 7:00pm. At the Meeting, an Election will be held to elect members for the Association's Board of Directors, Immediately following the Meeting, an organizational meeting of the Board of Directors will be convened for the purpose of Electing Officers and Adoption of the Proposed Budget.

**AGENDA FOR ANNUAL MEETING**

1. Call to order by the President.
2. Determination of a Quorum of members.
3. Proof of Notice of the Meeting.
4. Reading or waiver of Minutes of previous Annual Meeting.
5. Appointment of Inspection of Election.
6. Requests for nominations from the floor.
7. Closing of nominations from the floor.
8. Candidate speeches.
9. Voting for directors.
10. Inspectors of Election to commence the counting of votes.
11. Announcement of Directors elected to Board.
12. Adjournment.

**AGENDA FOR BOARD OF DIRECTORS MEETING**

1. Call to order.
2. Establishment of a quorum of Directors.
3. Election of Officers.
4. Adoption of 2026 Budget
5. Adjournment

THE PROPOSED 2026 BUDGET IS ENCLOSED.

Dated this 28th day of October, 2025

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**RE. NOTICE OF ANNUAL/BUDGET MEETING OF THE MEMBERS AND ELECTION OF DIRECTORS FOR CRYSTAL KEY AT WOOLBRIGHT HOMEOWNERS ASSOCIATION INC.**

A Notice of Intent to be a Candidate form is included in this package. **If you wish to be a candidate for the Board of Directors, please complete the form and return to Southern Shores Management Inc. at 6801 Lake Worth Rd, Suite 350, Greenacres, FL 33467. Additional nominations for Directors will be taken from the floor at the Meeting.** If you are nominated at the Meeting and are not present, the person placing your name in nomination must have a signed letter from you stating that if you are nominated as a Director, you will accept such nomination and agree to serve if elected.

**It is important that you plan to attend the Meeting or return your proxy. In order for the Meeting and Election to take place, a quorum of thirty-percent (30%) of the total voting interests of the Association must be present in person or by proxy.**

We are enclosing a Proxy for the purpose of obtaining a quorum and for voting for Directors and for any other business, which may be lawfully conducted at the Meeting. The enclosed Proxy is for the purpose of appointing another person to vote for you in the event that you are unable to attend the Meeting. The owners of the unit must sign the proxy and it must be submitted to the Secretary c/o Southern Shores Management, at least 2 business days prior to the Meeting, this is in accordance to the Bylaws. If you appoint a proxy holder and later decide you will be able to attend the Meeting in person, you may withdraw your proxy when you register at the Meeting.

When completing your Proxy, please be sure to follow the following steps:

1. Fill in your lot number and address.
2. Fill in the name of your designated proxy holder in the space provided. (Please make sure that your designated proxy holder will be attending the Meeting).
3. Date the Proxy.
4. The Proxy should be signed by the owners of the unit.
5. The Proxy should be returned to the Associations two days prior to the scheduled time of the Meeting.

If you have any questions regarding any of the aforementioned forms, please contact SOUTHERN SHORES MGMT. @ 561-460-2619.

**PLEASE BE SURE TO EITHER ATTEND THE MEETING OR SUBMIT THE ENCLOSED PROXY. THANK YOU FOR YOUR ASSISTANCE IN CONDUCTING THE BUSINESS OF THE ASSOCIATION.**

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**PROXY  
WITH SUBSTITUTION OF NOMINEE  
FOR THE ANNUAL MEETING OF THE MEMBERS OF  
PINE NEEDLE PARK PROPERTY OWNERS ASSOCIATION INC.  
("ASSOCIATION")**

The undersigned, Owner(s) of Address \_\_\_\_\_

**CRYSTAL KEY AT WOOLBRIGHT HOMEOWNERS ASSOCIATION INC.**

hereby appoints the Secretary of the Association or \_\_\_\_\_ as my proxy holder with full power of substitution to attend the Annual Meeting of the Members to be held on **Thursday, November 13, 2025 at 7:00PM** at the Association Pool. The proxy holder named above has the authority to appear on my behalf for the purpose of achieving a quorum and to vote for the election of committee members and for any other matters for which the use of this Proxy is lawfully permitted.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2025.

Signature of Owner(s)

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

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**DO NOT COMPLETE THIS SECTION.**

This section is only to be filled in by the proxy holder if they wish to appoint a substitute proxy holder.

**SUBSTITUTION OF PROXY HOLDER**

The undersigned, appointed as proxy holder above, designates \_\_\_\_\_  
\_\_\_\_\_ to substitute for me in voting the proxy set forth above.

\_\_\_\_\_  
Date: \_\_\_\_\_, 2025.

**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 THIS PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.**

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**CRYSTAL KEY AT WOOLBRIGHT HOMEOWNERS ASSOCIATION INC.**

**NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS**

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HAVE YOU SERVED AS A DIRECTOR OF OFFICER ON ANY OTHER BOARD?

CIRCLE ONE:      YES              NO

IF YOU WISH TO PROVIDE ANY OTHER INFORMATION ABOUT YOURSELF, PLEASE DO SO ON THE BOTTOM OF THIS FORM.

THIS FORM IS TO BE SUBMITTED ONLY BY THE PERSON NAMED ABOVE.

PLEASE RETURN THIS COMPLETED FORM TO SOUTHERN SHORES MANAGEMENT INC. PRIOR TO **NOVEMBER 13, 2025**.

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\_\_\_\_\_  
CANDIDATE SIGNATURE

\_\_\_\_\_  
PLEASE PRINT NAME

**Please return this form to:**  
SOUTHERN SHORES MGMT.  
6801 LakeWorthRoad, Suite 350  
Greenacres, FL 33467  
Email:[admin@ssminc.net](mailto:admin@ssminc.net)

**CRYSTAL KEY AT WOOLBRIGHT**  
Fiscal Year 2025 Annual Budget Comparison

Operating Fund Income	FY 2025 1/1/2025 - 9/30/2025		
	Budget	Actual	2026 PROPOSED
<b>INCOME</b>			
6310 - Assessment Income	\$ 177,304.00	\$ 132,966.00	\$ 177,300.00
<b>Total INCOME</b>	<b>\$ 177,304.00</b>	<b>\$ 132,966.00</b>	
<b>Total Income</b>	<b>\$ 177,304.00</b>	<b>\$ 132,966.00</b>	
<b>Expense</b>			
<b>GENERAL &amp;</b>			
7010 - Management Fees	\$ 11,544.00	\$ 8,630.00	\$ 11,891.00
7020 - Legal Fees	\$ 1,000.00	-	\$ 1,000.00
7160 - Accounting/ Tax Prep.	\$ 1,750.00	\$ 925.00	\$ 1,750.00
7250 - Licenses & Fees	\$ 656.00	\$ 650.78	\$ 700.00
7260 - Telephone	\$ 2,424.00	\$ 1,608.40	\$ 2,424.00
7280 - Office Supplies & exps	\$ 900.00	\$ 612.46	\$ 900.00
7300 - Master Assoc. Fees	\$ 8,200.00	\$ 6,119.73	\$ 10,000.00
<b>Total GENERAL &amp; CONTRACTED EXPENSES</b>	<b>\$ 26,474.00</b>	<b>\$ 18,546.37</b>	<b>\$ 18,546.37</b>
8310 - Grounds & Lawn Maint.	\$ 24,000.00	\$ 18,000.00	\$ 24,000.00
8320 - Jaintorial expense	\$ 2,200.00	\$ 1,400.00	\$ 2,400.00
8340 - Cable TV	\$ 53,140.00	\$ 35,085.51	\$ 55,300.00
8350 - Pool Maint.	\$ 2,400.00	\$ 2,000.00	\$ 2,400.00
<b>Total CONTRACTED INSURANCE</b>	<b>\$ 81,740.00</b>	<b>\$ 56,485.51</b>	<b>\$ 84,100.00</b>
7440 - Insurance expense	\$ 15,800.00	\$ 17,392.64	\$ 15,400.00
<b>Total INSURANCE REPAIRS &amp; MAINTENANCE</b>	<b>\$ 15,800.00</b>	<b>\$ 17,392.64</b>	<b>\$ 15,400.00</b>
9010 - General Repairs & Maint.	\$ 4,557.00	\$ 9,979.64	\$ 8,000.00
9030 - Pool Repairs	\$ 1,500.00	\$ 1,180.00	\$ 1,500.00
9090 - Gate Maintenance	\$ 2,500.00	\$ 4,729.19	\$ 4,000.00
9110 - Grounds & Lawn Extras	\$ 5,000.00	\$ 2,866.00	\$ 5,000.00
9115 - Pest Control	\$ 2,000.00	\$ 860.00	\$ 2,000.00
9135 - Tree Trimming	\$ 8,000.00	\$ 6,338.50	\$ 8,000.00
9150 - Rust Control	\$ 1,223.00	\$ 916.83	\$ 1,200.00
9160 - Fence	\$ 4,000.00	-	\$ 4,000.00
9170 - Berm	\$ 3,200.00	\$ 800.00	\$ 3,200.00
<b>Total REPAIRS &amp; UTILITIES</b>	<b>\$ 31,980.00</b>	<b>\$ 27,670.16</b>	<b>\$ 36,900.00</b>
8910 - Electricity	\$ 8,300.00	\$ 5,015.17	\$ 8,300.00
8930 - Water & Sewer	\$ 6,500.00	\$ 5,611.83	\$ 7,500.00
<b>Total UTILITIES</b>	<b>\$ 14,800.00</b>	<b>\$ 10,627.00</b>	<b>\$ 15,800.00</b>
<b>Total Expense</b>	<b>\$ 170,794.00</b>	<b>\$ 130,721.68</b>	<b>\$ 170,746.37</b>
<b>Reserve Fund Expense</b>			
<b>RESERVE</b>			
9915 - Reserves - Paving	\$ 4,798.00	\$ 2,398.98	\$ 4,798.00
9920 - Reserves - Pool	\$ 1,500.00	\$ 750.00	\$ 1,500.00
9925 - Reserves - Pool Roof	\$ 212.00	\$ 106.02	\$ 212.00
<b>Total RESERVE</b>	<b>\$ 6,510.00</b>	<b>\$ 3,255.00</b>	<b>\$ 6,510.00</b>
<b>Total Expense</b>	<b>\$ 6,510.00</b>	<b>\$ 3,255.00</b>	

TOTAL EXI **\$ 177,300.00** ROUNDED

**\$ 178.00**