September 27, 2026

Board of Directors
Panther Ridge Homeowners Association of Brevard, Inc.
C/o Associa – Community Management Professionals, Inc.

Re: Committee meetings, homeowner access, and documentation of spending authority

Board Members and Management:

At the last Board meeting, I asked about Social and Landscaping Committee meetings and understood the response to be that meetings are not being held and that people instead approach an individual director (statement made by VP Lisa Harlow). Please clarify how committee recommendations, event planning, and expenditures are being authorized and documented under the adopted charters.

These committees have defined responsibilities and reporting obligations; they are not simply informal channels to one director. Bylaws §5.1 places the Association's powers and duties with the Board, while §7.2 authorizes committees to assist in conducting Association affairs. The Board's January 21, 2026 minutes, §IV.d, expressly record approval of the Social and Landscaping Committee charters.

The charters require meetings and written records

Both charters state that the committee **"will meet on a quarterly basis or as needed."** Both also require written minutes, monthly written reports concerning completed and ongoing activities submitted to the Board at least five days before Board meetings, and a committee representative attending Board meetings to provide written updates. Please explain how a practice of holding no committee meetings satisfies these requirements while committee activities continue. Informal conversations do not themselves supply the required meeting minutes and reports. (Both charters, "Meetings" and "Reporting.")

An assigned budget does not eliminate the approval requirements

The **Social Committee Charter** requires proposed events with dates and budgets, Board approval of events not on the yearly social calendar, adherence to allotted budgets, and submission of receipts to the Treasurer. Its Authority section permits the chairman to develop, schedule, and host events with Board approval, within the assigned budget. (Social Charter, "Responsibility," items 1–2, 4, and 6–7; "Authority.")

The **Landscaping Committee Charter** requires written improvement recommendations and cost assessments. It permits implementation of improvements with Board approval, within the assigned budget. A budget allocation does not, by itself, explain which projects were approved or what discretion was delegated. (Landscaping Charter, "Responsibility," items 3–4; "Authority.")

Homeowner attendance and notice must be preserved where required

Florida Statutes §720.303(2)(a) and (c)3. expressly extend the subsection's meeting requirements to committee meetings when final decisions will be made regarding expenditure of Association funds. For those meetings, members have attendance and designated-agenda-item speaking rights under §720.303(2)(b). Section 720.303(2)(c)1. generally requires an agenda-specific notice conspicuously posted at least 48 hours beforehand, subject to its lawful alternatives and exceptions. These protections do not disappear merely because spending falls within an approved budget.

I recognize that a purely advisory discussion or routine implementation of an already-approved activity does not automatically require a new publicized decision meeting. **The Board therefore needs to distinguish between committee recommendations, final spending decisions, and implementation of prior approvals.** Where committees retain final spending discretion, the applicable committee-meeting protections must be followed. Where they only recommend, please identify the Board action approving the activity and expenditure. Bylaws §§4.7 and 4.13 require statutory notice and member access for the Board's own meetings. See §720.303(2).

Requested action and existing records

Please provide:

1. **The meeting procedure and next scheduled meeting dates** for both committees, explaining how the charter requirements will be followed and how homeowners will receive notice and access to meetings covered by §720.303(2). I also request that advisory meetings be announced and open to members as a transparency practice.
2. **The current committee rosters, Board appointment records, and chairman-selection records.** Both charters specify three to five permanent Members appointed by the Board, with the chairman selected by the committee. (Both charters, "Membership.")

Please place this issue on an upcoming Board agenda and confirm how the Association will maintain a documented approval process and the required homeowner access. My concern is not to require a meeting for every routine task, but to ensure that **chartered committee work and Association spending remain accountable, documented, and open to homeowners where required**, rather than being handled through an unexplained informal process.

Thank you,
Ellis Akins
Panther Ridge parcel owner