

**SUNRISE OAKS PUD HOMEOWNERS ASSOCIATION, INC.**

C/O TOUT MANAGEMENT, LLC.

1326 S. RIDGEWOOD AVENUE, SUITE 12, DAYTONA BEACH, FL 32114

**\*NOTICE OF SPECIAL BOARD MEETING TO CONSIDER A SPECIAL ASSESSMENT\***

**DATE OF MEETING: AUGUST 20, 2026**

**TIME OF MEETING: 6:00 PM**

**LOCATION OF MEETING: COVENANT METHODIST CHURCH  
3701 S. CLYDE MORRIS BLVD., PORT ORANGE, FL 32129**

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Dear Owner,

This letter serves as formal notice of a Special Board of Directors Meeting of SUNRISE OAKS PUD HOMEOWNERS ASSOCIATION, INC. (the "Association") to be held on **Thursday, August 20, 2026, at 6:00PM** at the **COVENANT METHODIST CHURCH, 3701 S. CLYDE MORRIS BLVD., PORT ORANGE, FL 32129**. The purpose of this meeting is for the Board of Directors to consider and vote upon a proposed Special Assessment necessary to fund the following project(s).

**PURPOSE OF PROPOSED SPECIAL ASSESSMENT:** Fiano Canal Clean Out – to de-muck, remove brush, debris, and obstruction vegetation. Fiano Canal Weir – Excavate and build custom box with wire mesh to block debris from entering/clogging pipes. Birch Mnt./ New Bolton Dry Swale – to cut, remove brush, debris, and obstruction vegetation. The Board of Directors has determined that additional funds are required to complete the above-described project(s) and recommends approval of a Special Assessment in the total amount of \$80,365.00

Enclosed with this notice are the following:

- Project Cost Summary
- Meeting Notice & Agenda

Owners who are unable to attend are encouraged to submit any questions or comments ahead of the meeting to management for board consideration.

Should you have any questions regarding the proposed Special Assessment, please contact [Selina@Toutmgmt.com](mailto:Selina@Toutmgmt.com).

We appreciate your support in this important decision for our community.

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### PROJECT COST & PAYMENT DETAILS

The association reserves the right to adjust or reallocate the amounts set forth to address potential issues, change orders, changing market conditions etc. The amounts below are the anticipated amounts that owners will be responsible for payment of the proposed special assessment:

### PROPOSED SPECIAL ASSESSMENT BREAKDOWN

| DESCRIPTION                                                                                   | COST                  |
|-----------------------------------------------------------------------------------------------|-----------------------|
| CANAL DEMUCKING<br>WIER PIPE DETERRANT<br>DRY SWALE - New Bolton Road and Birch Mountain Road | \$ 70,000.00          |
| <b>TOTAL</b>                                                                                  | <b>\$ 70,000.00</b>   |
| CONTINGENCY FOR UNFORSEEN/UNKNOWN ITEMS THE<br>VENDOR MAY COME ACROSS ONCE PROJECT BEGINS -   | \$ 7,000.00           |
| <b>TOTAL HARD COSTS</b>                                                                       | <b>\$ 77,000.00</b>   |
| LEGAL FEES                                                                                    | \$ 800.00             |
| POSTAGE & OFFICE SUPPLIES \$ .82 x 117 x 2 = \$173.16                                         | \$ 500.00             |
| PROJECT ADMINISTRATION & MANAGEMENT FEES @ 5%                                                 | \$ 3,850.00           |
| <b>TOTAL ADMIN</b>                                                                            | <b>\$ 5,150.00</b>    |
| <b>TOTAL HARD COSTS + ADMIN</b>                                                               | <b>\$ 82,150.00</b>   |
| CONTINGENCY FOR LATE/DELINQUENT PAYMENTS @10%                                                 | \$ 8,215.00           |
| <b>TOTAL PROJECT COSTS</b>                                                                    | <b>\$ 90,365.00</b>   |
| <b>LESS RESERVES</b>                                                                          | <b>\$ (10,000.00)</b> |
| <b>TOTAL TO BE ASSESSED TO MEMBERS</b>                                                        | <b>\$ 80,365.00</b>   |
| <b>TO BE PAID BY EACH MEMBER (117)</b>                                                        | <b>\$ 686.88</b>      |

### PROPOSED PER PARCEL COST BREAKDOWN & PAYMENT TERMS

To be discussed and finalized at meeting.

TOTAL PER PARCEL COSTS = \$687.00 (Rounded)

### PROPOSED PAYMENT DUE DATE(S)

Payments can be made either in full (\$687.00), or over FOUR equal installments of \$171.75 due the 1<sup>st</sup> of each month starting September 2026.

|                                    |                    |          |
|------------------------------------|--------------------|----------|
| - 1 <sup>st</sup> PAYMENT DUE DATE | SEPTEMBER 15, 2026 | \$171.75 |
| - 2 <sup>nd</sup> PAYMENT DUE DATE | OCTOBER 15, 2026   | \$171.75 |
| - 3 <sup>rd</sup> PAYMENT DUE DATE | NOVEMBER 15, 2026  | \$171.75 |
| - 4 <sup>th</sup> PAYMENT DUE DATE | DECEMBER 15, 2026  | \$171.75 |

**LATE FEES:** Any payment not received by the 10th day of the month shall incur a late charge of \$25.00 and interest on the outstanding balance at a rate of 18% per annum until paid in full.

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**AGENDA**

1. Proof of notice of meeting
2. Confirmation of quorum
3. Call to order
4. Discuss, determine and approve proposed special assessment
5. Open Forum
6. Adjournment