

# Wickham Forest Homeowner's Association

<http://www.wickhamforest.com>

June, 2015

## Important Notices

The Wickham Forest President announces the up-coming

**WFHOA Board meeting, Wednesday, JUNE 17, 2015 , 7:00 PM**

**2550 Red Maple Place**

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## **Notes From WFHOA Board of Directors regarding violation letters**

It is the hope of the WFHOA board that the following explanation answers some questions and concerns regarding violations and violation letters. This is, in no way, excusing any homeowner or renter from reading and understanding the covenants (and amendments) which have been filed and in place since the land developer turned the subdivision over to the homeowners to maintain. Should a homeowner or a renter not have a copy of the covenants, it definitely is the responsibility of that person to seek out such a document to read. The Covenants are online at [www.wickhamforest.com](http://www.wickhamforest.com) and should have been presented at the time of home purchase or lease by your real estate personnel. If you still are in need of a copy of the covenants, please contact any board member who will make certain that you have a copy.

Now, to offer an explanation of procedure in event of violation.

**It has been and will continue to be the policy of this board not to “patrol” the neighborhood in search of violations, but to expect and regard each property owner to be responsible in maintaining their property in accordance with the WFHOA covenants. When neighbors complain about violations, the board MUST do it's duty and respond with appropriate action.**

Over the past several months, there were many complaints from neighbors about the deterioration of our neighborhood. In particular, the complaints addressed increasing mildew on houses, roofs, driveways and sidewalks. There were complaints regarding garbage cans being stored in view from streets, improper fencing installed without the approval of ARC, boats and RVs parked in driveways

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Homeowners Association, Inc.  
PO Box 410621  
Melbourne FL 32941-0621  
FAX: (888) 851-4645

## **CONTACTS**

### **Association Board**

#### **Ingrid Smith, President**

(607)427-7170

[President@wickhamforest.com](mailto:President@wickhamforest.com)

#### **Mary Greenfield**

##### **1st Vice President**

(321) 253-0328

[1stvicepresident@wickhamforest.com](mailto:1stvicepresident@wickhamforest.com)

#### **Nancy Phillips, 2nd Vice President**

(321) 255-1596

[2ndvicepresident@wickhamforest.com](mailto:2ndvicepresident@wickhamforest.com)

#### **Marcella Johnson, Secretary**

(321) 253-4811

[Secretary@wickhamforest.com](mailto:Secretary@wickhamforest.com)

#### **Ed Clark, Treasurer**

(321) 255-9476

[Treasurer@wickhamforest.com](mailto:Treasurer@wickhamforest.com)

### **Architectural Review Committee**

#### **Carol Theiler, Chairperson**

(321) 259-7400

- Susie Nichols
- Linda Beckwith
- Georgette McWilliams
- Dan Reichel
- Nancy Cassell (alt)
- Bernadette Pinto (alt)

#### **Webmaster**

Duane Charter (321) 255-8382  
[board@wickhamforest.com](mailto:board@wickhamforest.com)

#### **Wickham Forest Website**

<http://www.wickhamforest.com>

#### **North Melbourne HOA Alliance**

[www.northmelbournehomewonersalliance.com](http://www.northmelbournehomewonersalliance.com)

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for extended periods of time, commercial vehicles stored in driveways, vehicles parked in streets and or grass, storage pods for extended periods of time, etc. Without question, such violations reduce the value of our community. The board must, according to the role of any HOA Board of Directors, take the appropriate action to remind homeowners that repairs and corrective needs be met as per the HOA covenants.

The WFHOA board has maintained over the past several years, upon receiving a neighbor's complaint about a violation, that no less than two (2) board members visit the site of complaint to confirm, by personally witnessing, the violations in question. By doing this and by keeping the source of complaint anonymous, conflicts between neighbors has been reduced. Once the complaint is confirmed, then and only then are violation letters mailed. Sometimes, the violation was corrected before mail could deliver the letter.

The violation letters are generally form letters that were complied to meet legal standards and by-laws. Please know that it is understood that NO ONE likes receiving a letter of violation. It does sound threatening. It is in LEGAL format to meet the laws of the State of Florida. Some have requested a "more friendly" letter be mailed. This has been attempted but, please know that letters of violations MUST meet legal guidelines as outlined by Florida state governing agencies.

The letter of violation allows ample time for the repair to take place. Depending on the complexity of the violation, 3 –30 days are generally allowed before a second notice is mailed. Again, 3-30 days are generally allowed. If the violation is not corrected, AGAIN, a third letter is mailed allowing another 3-30 days for correction. If not corrected by this time, a **\$50 per day fine** (as outlined in the covenants) is issued. For most violations not corrected, homeowners have been given from 9 to 90 days prior to a fine OR to contact the board to make other arrangements. Please know that the issuing of fines is a rare event. **ALSO, please note that there is, indeed, an immediate \$100 fine for NOT seeking ARC approval for any exterior changes, without exception. Homeowners must always file a request form with and be granted the permission of ARC prior to making exterior property/home changes.**

It is the hope that the above explanation clarifies any misgivings or misunderstandings. A letter is currently being composed discussing the most frequently asked questions and issues that arise in the WF community. Please be on the watch for a copy to be mailed to you, hopefully with the next 4-6 weeks. As always, each homeowner is ENCOURAGED to attend your board meetings and to become INVOLVED by participating in your HOA and ARC. **It is strongly recommended that each homeowner read and know the Covenants and to read the monthly Newsletter for any updates.**

## WFHOA TREASURERS REPORT

4-1-2015 - 4-30-2015

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### INCOME

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Dues	\$557.00
Fees	\$100.00

<b>TOTAL INCOME</b>	<b>TOTAL</b>	<b>\$657.00</b>
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### EXPENSES

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#### Administrative Expenses:

Office Supplies	\$4.26
Accountant	\$150.00
<b>TOTAL</b>	<b>\$154.26</b>

#### OPERATING EXPENSES:

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FPL	\$79.76
Postage	\$6.00
County Taxes	
<b>TOTAL</b>	<b>\$85.76</b>

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#### MAINTENANCE EXPENSES:

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Ponds	\$290.00
Mowing	\$450.00
<b>TOTAL</b>	<b>\$740.00</b>

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<b>TOTAL EXPENSES</b>	<b>\$980.02</b>
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#### CASH ON HAND:

Chase Checking	\$45,473.73
Chase Savings	\$12,497.74

<b>TOTAL</b>	<b>\$58,528.47</b>
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## Wickham Forest ARC Meeting Summary

Date : April 15, 2015 MAY ARC MEETING CANCELLED

### Members Present:

Carol Theiler  
Georgette Mc Williams  
Susan Nichols  
Dan Reichel

### Requests Approved:

2615 Forest Run Drive

Exterior House/Trim Paint:  
House: Behr Pumpkin Cream - PPU3-9  
Trim, Garage Door, Soffit and Fascia - White



2680 Forest Run Drive

Install wood screen for garbage cans  
Replace all windows with white vinyl, hurricane rated glass

2500 Wild Wood Drive

Replace all windows and sliding doors with white, hurricane rated glass

2520 Wild Wood Drive

Replace privacy fence with same style pressure treated wood fence

4535 Sweet Bay Ave

Install white pvc picket fence in rear of house

4295 Wood Haven Drive

Replace roof with grey shingles

4380 Wood Haven Drive

Install new board on board fence with gates

Our next meeting will be JUNE 9, 2015, at 4590 Willow Bend Drive.

Most items are easily approved, and most questions easily answered. We are all working to make our Wickham Forest neighborhood the best and loveliest in the area!

Also, remember to check with the covenants or the ARC members if you have any questions regarding exterior changes. ARC committee meets the 2<sup>nd</sup> Wednesday of each month.

### AN IMPORTANT FRIENDLY REMINDER:

The ARC Committee is unable to consider requests for painting without a color sample. We cannot take just a name or "same as before". Requests submitted without proper documentation just delay the approval of your request.

Thank you, for all of your cooperation.

## Wickham Forest Newsletter is now digital

Your copy of the Wickham Forest Monthly Newsletter is available each month online at [www.wickhamforest.com](http://www.wickhamforest.com). It is also available online at the NextDoor Wickham Forest website. Both sites will allow you to print your copy at home.



If you wish to receive a hard-copy of the WF Monthly Newsletter, please notify the publisher by sending an E-mail to [wickhamforest@gmail.com](mailto:wickhamforest@gmail.com) with your name and address, along with a brief message that you prefer to receive the newsletter on paper. Or contact one of the board officers, asking for a paper copy. Someone will be happy to deliver a copy to you.

## IMPORTANT Yard waste reminder

Yard waste is collected by the City on Friday. WF covenants regarding yard waste have not changed. Trash and yard waste shall not be placed at curbside earlier than 5:00 p.m. on Thursday, the evening before scheduled pick up.

### **VIOLATION LETTERS WILL BE SENT WITH POSSIBLE FINES.**



If you have telephoned the City for pick-up, please take a moment to notify the Board so you do not receive a violation notice.

If very large amounts of yard waste need to be removed, the city should be called (321.953.6302) as located on page 6 of this newsletter) to schedule a special pick up. If you hire someone to trim your trees/shrubs they are required to haul the debris away. Unlicensed/uninsured vendors may not provide complete service and could present possible legal problems for the homeowner.

## STREET PARKING - BEWARE OF PENDING FINES

Our covenants state that street parking is not allowed except in special circumstances. Parking on the lawns is NEVER allowed (including the lawn between the sidewalk and street). It is not a covenant violation if you park your vehicle on the street the wrong way or block the sidewalk. However, it is a city ordinance violation and you are susceptible to ticketing by the Melbourne Police. **If you are parking on the street, know you are at risk of being fined \$50 per day.** The board will not be sending warning letters to homeowners who have received parking notices in the previous 12 months. The board will proceed directly to fines.

This notice serves as a reminder to all homeowners to park in their garages or driveways. Violators will start seeing letters and potential fines in the near future.



## WELCOME NEW RESIDENTS

The board would like to welcome you to the community. If you do not have a copy of our Covenants and Deed Restrictions, or have any questions about them, please contact any board member.

A few reminders regarding our Covenants, for those who do not have a copy —

1. **Yard trash is picked up on Fridays.** Yard trash should not be placed at the curb until the night before pick-up. Tree branches/shrub clippings, etc. need to be cut down to 4 foot sections and bundled for easier pick up by waste management. **Waste Management will NOT pick u any yard trash in plastic bags.**
2. **Bulk Items:** You do not need to call Waste Management to schedule a pickup bulk items (including furniture). These items can be placed at the curb on Fridays. The truck that picks up the yard trash will make note of the address and return later in the day to pick up bulk items. They will be automatically picked up as long as nothing was longer than 4 ft.; the same as yard trash. information, contact Waste Management at 321-723-4455.
3. **Electronics:** You still need to call to arrange a special pick up for appliances and electronics.
4. **Garbage is picked up on Tuesdays and Fridays. Recycling is picked up Wednesday.** Garbage containers/recycling bins should not be placed at the curb until 5pm the night before pick up. Garbage containers/recycling bins must be stored as not to be visible from the street or adjacent property within sight distance of the lot. Only items in the recycling container will be picked up on Wednesday. Large loose items will be picked up on Friday.
5. If you are planning to paint your home or plan any exterior changes, please contact the Architectural Review Committee (ARC) for approval **BEFORE** starting any new project. A sample of paint color, shingle type/color, plan layout, etc. must be submitted to the ARC for approval.

### IMPORTANT CONTACTS

Melbourne Police Dept. (non-emergency) (321) 608-6731 (MPD1)  
Fire Department (321) 752-4642  
Melbourne City Hall (321) 727-2900  
City of Melbourne Water Department (Normal Hours) (321) 674-5726  
City of Melbourne Water Department (Emergency) (321) 255-4622  
Fix a pothole: City of Melbourne (321) 953-6231  
FPL Power Outage (800) 468-8243  
FPL Meter Check (800) 468-8243  
Florida City Gas leaks, Odors, or Emergencies (888) 352-5325  
Waste Management 321 723-4455  
Appliance Pick up: (321) 953-6302  
Large yard pile Pick Up: (321) 953-6302  
Dispose of old paint or other household chemicals: (321) 255-4365  
AT&T Residential Repair Service: (877) 737-2478  
AT&T FastAccess DSL Technical Support: (888) 321-2375  
Bright House Customer Service (321) 254-3300  
Bus Transportation (321) 242-6497



## Important WF Reminders

### **IMPORTANT NOTICE TO HOMEOWNERS REGARDING LEASES AND WF RENTALS**

All WFHOA homeowners were asked in February 2014 to vote on an amendment to the WFHOA Declaration of Covenants. The Amendment to the **WFHOA Declaration of Covenants** passed by a majority vote. Please refer to your copy that was mailed to you in June 2014 for your files. This information can also be located online at [wickhamforest.com](http://wickhamforest.com), under covenants, sec11.1. The Amendment requires all WFHOA landlords to submit a copy of each lease agreement to the WFHOA Board in a timely manner. While most WF landlords have complied, a few lease copies are still outstanding. If you are a landlord, please make certain to comply with the directives as quickly as possible to avoid incurring fines. If you have a second address but your property is NOT leased or rented, please notify the board with that information, as well. THE WFHOA BOARD THANKS YOU FOR ASSISTING WITH ALL UPDATES TO PROPERTY RECORDS.

### **SIDEWALKS, DRIVEWAYS, HOUSES AND MILDEW**

**THANK YOU WICKHAM FOREST!!! Most WF sidewalks and driveways have been cleaned. What a difference it has made in appearance!**

#### **Sidewalks and Driveways**

The WFHOA has completed its review of sidewalks and driveways in our neighborhood which were moldy and/or stained with iron. Reminders for cleaning these have been mailed.

Very dark mold and/or iron stains can be tenacious and difficult to remove. Several neighbors have reported that chlorine brushed on prior to pressure cleaning yields satisfactory results. Others report home improvement stores offer other solutions to cleaning concrete. IF you are unable to get the work done right away, please notify the HOA with a call or email indicating that you are aware of the issue and have a plan to see the work complete.

#### **Houses and Roofs**

Letters of reminder will soon be mailed regarding **mildew on houses and roofs**. To avoid receiving such a letter, check NOW and clean these areas, as well. If you have already taken care of this, thank you for being pro-active and considerate of our neighborhood.

# For Your Information

The following local businesses are offering residents of Wickham Forest a 10% discount on selected merchandise and/or services during the months of June, July and August, 2015. Print a copy of this page to present to the business for your discount.

The Wickham Forest Newsletter is published for the Wickham Forest homeowners by the Wickham Forest Homeowner's Association as a courtesy to all property owners and residents. The Association assumes no responsibility for article context or advertising message as submitted for inclusion in the newsletter. Advertising and articles are not endorsed by the Association nor is there any implied warranty by the Association.

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Gift Certificates Available  
4301 North Wickham Rd. #1  
Melbourne, FL 32935  
Walk-Ins Welcome!

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FAX.: 321-255-4888  
4100 N Wickham Rd #112 Melbourne FL 32935

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www.richardspaint.com  
Tom Mercer  
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Phone: (321) 242-1864 • Fax: (321) 242-1052  
Email: melbourne@richardspaint.com

**GENNA PIZZA COMPANY**  
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**321-242-3003**  
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**PULSE FITNESS**  
Troy D. Ahammer  
321.775.3078  
pulsestudio@att.net  
4865 N. Wickham Rd. Suite 106, Melbourne, FL 32940

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