

Wickham Forest Homeowner's Association

<http://www.wickhamforest.com>

FEBRUARY 2017



HAPPY
VALENTINE'S DAY
WICKHAM FOREST

WICKHAM FOREST HOMEOWNER'S ASSOCIATION
ANNUAL MEETING will be WEDNESDAY, FEBRUARY 22,
2017, at Wickham Park Community Center, 2785 Leisure Way,
Melbourne, Fl., at 7:00 PM. All Wickham Forest Homeowners are invited and encouraged to attend the Annual Wickham Forest Meeting. Ballots are due by this date—either by mail or hand-delivery. Become an active participant of our neighborhood.

Your questions and opinions are extremely important. Homeowners are ALWAYS encouraged to attend any and ALL board meetings.

The WFHOA Board requests that all WF homeowners evaluate the presence of mildew/mold/other stains on your house, roof, sidewalks, driveways, and fences and clean as soon as possible. Violation notices are scheduled to be mailed out soon.

Should one need cleaning advice, there have been many excellent suggestions offered as cleaning solutions and/or cleaning companies named on the Nextdoor Wickham website.

Also, if you notice dead vegetation (lawn, shrubs or trees) on your property, now is the time to begin to correct that as well.

Special Note: The WFHOA newsletter is available on the Wickham Forest website and the Nextdoor Wickham Forest website for your viewing OR at your request, a printed copy can be delivered to your home. Contact Carol Smith at Wickham-forest@googlegroups.com.

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

Jackie Mullen -Leland
Management Company
(321)549-0632
www.LelandManagement.com

CONTACTS

Association Board

Wickham-
Forest@Googlegroups.com

Ingrid Smith, President
(607)427-7170

Mary Greenfield
1st Vice President
(321) 253-0328

Nancy Phillips, 2nd Vice President
(321) 255-1596

Carol Smith, Secretary
(321) 525-9517

Ed Clark, Treasurer
(321) 255-9476

Architectural Review Committee
Carol Theiler, Chairperson
(321) 259-7400

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

Webmaster
Duane Charter (321) 255-8382

Wickham Forest Website
<http://www.wickhamforest.com>

North Melbourne HOA Alliance
www.northmelbournehomewonersalliance.com

Wickham Forest Workshop Meeting

DATE: JANUARY 13, 2017

Board Members present: Pres. Ingrid Smith, 1st Vice Pres. Mary Greenfield, 2nd Vice President Nancy Phillips, Treasurer-Ed Clark., & Jackie Mullin, Leland Management

The meeting was called to order by Ingrid Smith at 4:00 PM at 4245 Woodhaven Drive, to address the revision of the Annual assessment amount and the budget.

Old Business:

The board discussed that due to a Scribner's error the wrong Assessment amount was provided to Leland Management. The Board of Directors approved a 2017 Budget at the meeting held on September 28, 2016, not to exceed a 15% increase in dues. The correct amount per unit should be \$124.00. The Board has asked Leland to resend the Assessment notices at the corrected amount of \$124.00 per unit. A copy of the 2017 REVISED WFHOA Budget will be enclosed with the Annual Meeting Notice.

Ed Clark motioned to resend the assessment notices at the correct amount of \$124.00 per unit. Leland Management will resend the corrected 2017 Wickham Forest Homeowners Association Budget with the Annual Meeting Notice.

Mary Greenfield seconded. The motion passed unanimously.

Ingrid Smith motioned to adjourn the meeting at 5:00 PM. Ed Clark seconded.

Meeting was adjourned.



THANK YOU ARC

As we begin a new year, the WF Board would like to extend their sincere appreciation to the Architectural Review Committee. They do a great job maintaining the quality appearance of the quality of our neighborhood. Every month the ARC members volunteer their time and efforts to keep our neighborhood beautiful. Many thanks to Carol Thieler, chairperson, for organizing meetings, keeping records and contacting homeowners. Our thanks also to the committee members, Linda Beckwith, Georgette McWilliams, Susan Nichols, Dan Reichel and Bernadette Pinto for their tireless commitment to the curb appeal or our neighborhood.

WFHOA TREASURERS REPORT**12-01-2016 - 12-31-2016****INCOME**

Dues		
Fees		\$150.00
Fines		
Returned CK		
TOTAL INCOME	TOTAL	\$150.00

EXPENSES**Administrative Expenses:**

Corporate Report		
Office Supplies		\$331.14
Newsletter		
Bank Fees		
Meeting Room		
Accountant		
Computer Maintenance		
	TOTAL	\$331.14

OPERATING EXPENSES:

Entrance Decorations		
FPL		\$86.38
PO Box Rent		\$70.00
Insurance		
Postage		\$210.46
Legal Fees		
Web Hosting		
Garage Sale Ad		
Decorating Contest Winners		\$150.00
Stipend		
Holiday Decorations		
Holiday Bonus Welcome Comm		\$200.00
Property Management		\$10,000.00
County Taxes		
	TOTAL	\$10,716.84

MAINTENANCE EXPENSES:

Flags & Repairs		
Ponds Qrtly		
Ponds		\$290.00
Mowing (Now/Dec)		\$900.00
Entrance Landscaping (Tree Trim)		\$800.00
Excavation Mowing & Repairs		\$770.00
Entrance Light Repair		
Sprinkler Repair		
Pressure Washing		
	TOTAL	\$2,760.00

TOTAL EXPENSES	\$13,807.98
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CASH ON HAND:

Chase Checking	\$14,912.52
Chase Savings	\$12,505.11
TOTAL	\$27,417.63

Wickham Forest ARC Meeting Summary

Date: January 10, 2017

Members Present:

Susie Nichols Linda Beckwith Georgette
McWilliams Carol Theiler

Requests Approved:

2520 Bent Pine Street: EXTERIOR HOUSE/TRIM
PAINT House—Richards-Taupe Trim/Garage Door-
Richards-Off White



2495 Forest Run Drive: Install pavers on front walkway and driveway

2750 Forest Run Drive: EXTERIOR HOUSE/TRIM PAINT
House/Garage Door- Richards—Techile-0533 Trim-Richards-Off White-0017

2825 Forest Run Drive: EXTERIOR HOUSE/TRIM PAINT
House-Behr-Teton Blue-N490-4 Trim/Garage Door-Behr-Ultra Pure White-PR-W15

4475 Wild Oak Ct: Replace Wood on 3 Gables with Stucco

2700 Wild Wood Drive: Replace second floor siding
EXTERIOR HOUSE/TRIM PAINT House-Light Brown Trim/Garage Door -Beige

4580 Willow Bend Drive: Replace roof with Dimensional shingles—Brown/Tan

4210 Wood Haven Drive: Install 6' Board on Board Fence on east side of property, including two gates

4335 Wood Haven Drive: Add driveway extension 10' x 25' -with 20' x 20' concrete pavers on bed of crushed granite

4355 Wood Haven Drive: Replace all siding with concrete board.

EXTERIOR HOUSE/TRIM PAINT House—Behr-Pony Tail Trim/Garage Door-Behr-Adobe White

A 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.

Our next meeting will be February 7, 2017, 7:00 P.M., 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 the covenants or the ARC members if you have any questions regarding exterior changes.

**WICKHAM FOREST HOA
2017 REVISED BUDGET**

2017 DUES (\$124 EACH UNIT)	\$	39,308.00	\$	124.00
CARRY OVER FROM 2016	\$	6,798.00		
TOTAL BUDGET	\$	46,106.00		

EXPENSES

Corporate Report	\$	70.00
Electricity	\$	1,200.00
Meeting Room	\$	75.00
Newsletter	\$	85.00
Postage	\$	600.00
PO Box Rent	\$	60.00
Attorney Fees	\$	2,000.00
Tax Preparation	\$	175.00
Income/Property tax	\$	350.00
Office Supplies	\$	300.00
TOTAL:	\$	4,915.00

Management Contract	\$	15,216.00
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MAINTENANCE

Mowing, fertilizing & landscaping	\$	7,500.00
Retention Ponds	\$	5,500.00
TOTAL:	\$	13,000.00

GENERAL EXPENSES

Miscellaneous	\$	1,000.00
Salaries	\$	6,000.00
Insurance	\$	2,200.00
Christmas Decorating Contest	\$	175.00
General Meeting Door Prizes	\$	100.00
Conservation Area Maintenance	\$	3,500.00
	\$	12,975.00

TOTAL BUDGET:	\$	46,106.00	EXPENSES
	\$	39,308.00	DUES
	\$	6,798.00	CARRYOVER

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 up any yard trash in plastic bags.**
2. **Bulk Items:** You do 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.
6. Waste Management trucks are automated, maned by only one employee. Therefore, any trash articles NOT in the garbage bin WILL NOT be picked up. The driver is not supposed to leave his truck.

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 Fast Access DSL Technical Support: (888) 321-2375
Bright House Customer Service (321) 254-3300
Bus Transportation (321) 242-6497



Washington's Birthday is a United States federal holiday celebrated on the third Monday of February in honor of George Washington, the first President of the United States, who was born on February 22, 1732. President's Day never falls on the actual birthday of any American President. Four chief executives—George Washington, William Henry Harrison, Abraham Lincoln and Ronald Reagan were born in February, but their birthdays all come either too early or late to coincide with President's Day, which is always celebrated on the third Monday of February. Originally established in 1885 in recognition of President George Washington it is still called "Washington's Birthday" by the federal government and was made part of the 1971's Uniform Monday Holiday Act.

STREET PARKING



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 the 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 \$50.00 per day.**

If you are parking on the sidewalk, any homeowner can send an anonymous e-mail to: compliance@mlbfl.org They will need the street address and house number to send someone out. A call can be placed to the Melbourne Police department's non-emergency phone number at 321-608-6731; for anyone parked on the street the wrong way. **This notice serves as a reminder to all homeowners to park their vehicles in their garages or driveways.**

Maintain Your House This Winter With The Following Tips:

Prepare your pool: Vacuum the bottom, empty the filters and remove surface debris. Take adequate precautions against algae, which can still bloom during winter months.

Inspect doors and windows: Visually inspect all your doors and windows to ensure they are properly sealed and that there are no drafts.

Insulate exposed outdoor pipes: If you live in an area of Florida where freezing can occur, consider insulating outdoor exposed pipes to keep them from freezing and bursting.

Clear dead leaves and brush: As fall comes to an end, it's the perfect time to clear dead leaves and brush from around your home, on your roof and in your gutters.

Inspect your air ducts: For maximum energy efficiency, inspect your air ducts to ensure they are properly sealed and insulated.

Reverse your ceiling fans: Reduce heating costs by reversing your ceiling fans to push warm air down-your fan should run at a low speed in a clockwise direction.

Cycle your heat: When the weather permits, cycle your heating unit by turning the heat up very high for five minutes. This burns off excess dust and debris from the heat strip.

Change your HVAC filters: A dirty air filter causes your heating and cooling system to run inefficiently and drives up expenses.

Inspect your attic: Do a close inspection of your attic for water leaks, which can create serious damage.

By following these simple steps, you can prepare your home for a wonderful, safe and festive winter.

WICKHAM FOREST HOMEOWNERS ASSOCIATION, INC.

1290 Highway A1A, Suite 103
Satellite Beach, FL 32937

NOTICE OF ANNUAL MEMBERSHIP & BOARD/BUDGET MEETING

Meeting Date: Wednesday, February 22, 2017
Meeting Time: 7:00 p.m. Sign-in to begin at 6:30 p.m.
Location: Wickham Community Center
2785 Leisure Way
Melbourne, FL 32935

Notice is hereby given of the Annual Meeting of the Membership. The purpose of the meeting is to elect five (5) Director(s) to serve one year terms on the Board of Directors for WICKHAM FOREST HOMEOWNERS ASSOCIATION, INC. and any business as may be lawfully presented to the membership. If we are happy with Leland Management all Directors salaries will be reduced.

The 2017 Budget will also be reviewed and approved at this forum. The Board has revised the Proposed 2017 Budget and the Association dues will be \$124.00 for 2017. Because of the delay in approving this Budget the dues deadline will be extended to March 30, 2017.

If you are unable to attend this meeting it is very important for you to complete and return your proxy. A pre-addressed, return envelope is enclosed for your convenience. A quorum at Membership meetings shall consist of ten percent (10%) or 32 Units of the total voting interest in the Association whether represented in person or by proxy. A quorum of the Membership must be established for the election of Directors to be held and other Association business conducted. If you have questions concerning proxies, please contact Jackie Mullen, Association Manager, at 321-549-0632 or via email to jmullen@lelandmanagement.com.

ANNUAL MEETING & BUDGET AGENDA (7:00 pm)

Calling of the Roll and certifying of Proxies
Proof of Meeting Notice or Waiver of Notice
Reading of the Minutes
Reports of Officers
Reports of Committees
Appointment of Chairman of Inspectors of Election
Introduction of Candidates
Unfinished Business:
New Business:
2017 Revised Budget Approval and dues approval
Election Results
Adjournment

*There will also be an Organizational Board Meeting held immediately following the Annual Membership Meeting to assign the Officers of the Board of Directors.

Enclosures: General Proxy with Envelope
2017 Revised WFHOA Budget
Candidate Information Sheets
Ballot & Ballot Envelope
White Ballot Envelope