

Wickham Forest Homeowner's Association

<http://www.wickhamforest.com>

MARCH 2017



MEET THE NEW BOARD

President, Nancy Phillips

1st Vice President, Mary Greenfield

2nd Vice President, Ashley Bumgarner

Treasurer, Ed Clark

Secretary, Carol Smith



The WFHOA extends a warm Thank-You to Ingrid Smith, for her years of service as President of the WFHOA Board of Directors. Ingrid had an unending dedication, energy and

concern for our community, which was contagious. Ingrid was indeed a great President. She devoted many-many hours to do whatever she could do to help the Board and the community. Ingrid's leadership skills and her willingness to work on our Board was greatly appreciated and she will definitely be missed.

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

Venessa Ripoll -Leland
Management Company
(321) 549-0952
www.LelandManagement.com

CONTACTS

Association Board

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Mary Greenfield
1st Vice President
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Ashley Bumgarner, 2nd Vice
President
(816) 787-71118

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 ANNUAL MEMBERSHIP & BOARD/BUDGET MEETING

Date: 22 February 2017

Board Members present: Pres. Ingrid Smith, 1st Vice Pres. Mary Greenfield, 2nd Vice Pres. Nancy Phillips, Treasurer-Ed Clark, Secretary-Carol Smith

Jackie Mullen-Leland Management & Venessa Ripoll-Leland Management

The meeting convened at Wickham Community Center, Melbourne, Florida 32935
at: 7:00 PM.

ANNUAL MEETING & BUDGET DRAFT MINUTES

1. Calling of the Roll and certifying of Proxies. There were 70 members represented in person or by proxy.
2. Proof of Meeting Notice or Waiver of Notice: Proof of notice was sent in accordance with Florida State Statute and the Governing Docs of Wickham Forest HOA.
3. Reading of the Minutes from the 2016 Annual Meeting. Frank Johnson motioned to accept the minutes as presented. Pam Clark seconded. The motion was passed.
4. Reports of Officers: Landscaping at the entrance. The Board has been working on the landscape bid and the detail will be posted on the website and in the March newsletter. The Board is on the Landscapers schedule so Wickham Forest will be next. It will be done by the end of March 2017. The tree at the entrance will have to be cut down. They have tried to save it and the Arborist advised it cannot be saved. Ed Clark advised that when the Budget was made out they were negotiating with Leland. If they stay with Leland Management, the salaries for the Board of Directors will be significantly reduced.
5. Committee Reports/Membership Comments: John Schecher-who will make the final decision on Leland Management? Ed Clark advised that if Leland Management works out and the owners are happy, the Board makes the final decision. Brent Parker is concerned about paying for a management company. He feels that neighborhood owners should be able to do it instead. Ed Clark advised that they have had tremendous attorney fees in the past. Georgette McWilliams advised there is a lot of time put in working on foreclosures and violation notices. More time than justified what the Board is paid. Mary Greenfield advised that if you on the Board it is because you care about the community, not because you are getting paid, because the time put into management of assets and following through on violations is non-stop.
6. Introduction of Candidates: Dan Bergman; Ashley Bumgarner; Ed Clark; Mary Greenfield; Brent Parker; Nancy Phillips and Carol Smith
continued on page 3

ANNUAL MEETING & BUDGET DRAFT MINUTES CONTINUED:

7. Unfinished Business: Swale on Willow Bend has not been mowed and maintained in some time. The Board will need to address this issue at the next meeting. The Annual Garage Sale will be scheduled for April 1; 2017, from 8:00 AM–2:00 PM. Trees on the Wild Wood Drive bicycle path to Sherwood needs to be trimmed.
8. New Business: 2017 Revised Budget Approval and dues approval - The 2017 Budget has been revised and reduced. The Association dues will be \$124.00 for 2017. Nancy Phillips motioned to approve the Revised 2017 Budget with membership dues of \$124.00 for 2017. Ed Clark seconded. The motion passed unanimously.
9. Election Results: After all ballots were counted, the following candidates were voted in: Nancy Phillips; Carol Smith; Ashley Bumgarner; Mary Greenfield and Ed Clark
10. Adjournment: Ingrid Smith motioned to adjourn the meeting at 8:20 PM. Ed Clark seconded. Meeting was adjourned.
Respectfully submitted, Jackie Mullen, Leland Management Company

ORGANIZATIONAL MEETING—Immediately following the Annual Meeting

1. Call to Order: The meeting was called to order by Nancy Phillips at 8:28 PM.
2. Establish a Quorum: Present are Nancy Phillips; Carol Smith; Ed Clark; Ashley Bumgarner and Mary Greenfield
3. Reading of Minutes: Carol Smith motion to approve the workshop meeting minutes from January 13, 2017. Ed Clark seconded. Motion carried. Ed Clark motioned to approve the November 2016 meeting minutes. Mary Greenfield seconded. Motion carried.
4. Election of Officers: President—Nancy Phillips
1st Vice President —Mary Greenfield
2nd Vice President—Ashley Bumgarner
Treasurer—Ed Clark
Secretary—Carol Smith Motion was made by Ed Clark to appoint slate. Nancy Phillips seconded Motion carried.
5. Unfinished Business: None
6. Adjournment: Mary Greenfield motioned to adjourn at 8:34 PM. Nancy Phillips seconded. Meeting was adjourned
Respectfully submitted, Jackie Mullen, Leland Management Company

What the Wickham Forest Board of Directors will do now that we have a management company!!

Because it is of fullest intent and priority that Wickham Forest remain a beautiful community of high value homes, as well as a pleasant place to live, the WF Board will continue to do the following:

1. The WFHOA will continue to plan and execute the common grounds mowing and maintenance.
2. The WFHOA Board will continue with the landscaping project at the entrance way to the subdivision to completion.
3. The WFHOA Board will continue to coordinate the maintenance of the bicycle path on Wild Wood Drive, going to Sherwood.
4. The WFHOA Board will still be responsible for publishing a monthly newsletter.
5. The WFHOA Board will still evaluate the Christmas Decorations Contest in December.
6. The WFHOA Board will continue to supervise and oversee all functions in Wickham Forest.
7. The WFHOA Board will coordinate and monitor the issuing of violation notices, from Leland Management prior to being sent to the homeowners.
8. The WFHOA Board will continue with the coordination of maintenance of the ponds.
9. The WFHOA Board will continue to hold four Board meetings, one Budget meeting and one Annual Membership Board meeting.
10. The WFHOA Board will still coordinate and monitor violation issues between the times when Leland Management does the bi-monthly check of the neighborhood.
11. Ed Clark will continue to oversee all Treasurer responsibilities as Leland Management completes the paperwork end of accounting.
12. Ed Clark will continue to monitor all real estate transactions in the community.
13. Ed Clark will continue to be the registered agent for the HOA, and will continue working with the mortgage and title companies. As with other duties he will monitor all accounting as it has to do with HOA.
14. The following link will lead you to the duties and responsibilities of Leland Management:
www.lelandmanagement.com/contents/what-we-do.
15. Leland Management will issue the Board of Directors annual salary bonus, ARC bonus and Holiday bonus for the Welcome Committee, as the Board sees appropriate.

Continued on page 5

16. Leland Management will check the neighborhood out twice a month for violation issues.

NOTE: This is not an all inclusive list and is subject to change as needs dictate. The WFHOA is still the final maker, NOT Leland. All homeowner's opinions and comments are encouraged and are valuable assets to our community. Any homeowner has the right to contact the WFHOA Board or Leland management for a violation issue, thru email, there will always still be a coordination between both a board member and Leland management before a notice will be sent out. A dated picture and a comment about the violation is both necessary to be sent thru email to both the WFHOA Board and Leland Management.

Written by Carol Smith, Secretary

ENTRANCE WAY UPDATE:

Dear Wickham Forest Homeowners:

I'm sure that it has been noticed that the entrance to Wickham Forest has looked unsightly for quite a while, but I can assure you that it is not because of the Board's neglect. On the contrary the Board has been working on redoing the entrance for many, many months. Countless hours have been spent meeting with various companies and also on research to accomplish our goal. However, there have been several unforeseen obstacles that have made the project more difficult and take longer than anyone could have imagined. Ingrid Smith and I volunteered to work on the landscaping project for the Board—to do the research, meet with contractors and report back to the Board. In order to help everyone understand what transpired, here are the details of the process.

Let's start at the beginning—late last Spring—and keep in mind that unlike Disney World, where things happen overnight, we had to deal with and work around the schedules of various people doing work for us.

The Brazilian pepper trees, that are on the property to the south, had grown to form a canopy over our sidewalk and needed to be cut back. When talking with our landscape company about doing the job, we noticed that there was a dead tree on our property that had be removed. We also discovered that there was a very large bee hive in that tree. The bees needed to be removed before the tree could be cut down. If they were honey bees we wanted to relocate them. Research showed it would cost up to \$500 to relocate a hive, but Jim from Arbor Tec said he would put the hive on some vacant land he owns without a charge, since he had been hired to remove the dead tree.

Continued on page 6

ENTRANCE WAY UPDATE Continuation:

The landscape company then cut back the pepper trees to our property line. We weren't happy with the cut branches left on the ground, so they brought in a claw truck to remove the debris. In the process the heat from the truck's engine killed the arbacola along the roadway on the south side of Forest Run. The damage wasn't noticeable for a week or so and they were then told to remove the dead bushes. It took from 4 to 5 weeks to get this far.

Jim from Arbor Tec then had to grind out some underground roots and remove some plants in order to prepare the ground for the planting of a hedge to block the view of the cut-off trees on the vacant property. Again, this didn't happen quickly—a week or two at least.

While all of this was happening, Ingrid and I were doing research on what types of plants would be best for the barrier hedge and for both sides of the entrance. One side is in shade and one in full sun. We had some ideas, but then had to figure out who and where to purchase the plants and who would install them.

In the meantime, we worked with a stonemason to clean our sign and to build the stone walls for planting beds on both sides of Forest Run. Again, the work wasn't done right away, but on the mason's schedule. When the stone work was finished, we had the lighting company move and upgrade the lights. Each of these projects required several meetings with the different contractors. Now we were into summer-July/August.

After more research and discussions at the Board meetings, it was decided it would be better, more efficient, and more economical, if we could have one company do the entire landscaping renovation. Finding one that could do everything and was knowledgeable about all kinds of plants was the first challenge as this was an expensive project-but the tougher challenge was to find one that would work with an HOA. Most companies won't, but after several meeting with the owner, we were able to convince him that working with this Wickham Forest Board would not be the nightmare that can happen when working with HOAs. Summer was too hot to do the new plantings, as they require watering every day, so it was planned for late Fall. We were to receive a proposal, approve it, give a deposit and we'd be put on their schedule.

Then along came Hurricane Matthew!!! Of course, our project was delayed as the company had to do hurricane debris cleanup for all their customers. We knew if we were lucky it could be done by Christmas

continued on page 7

ENTRANCE WAY UPDATE Continuation

But then, the large limb broke off our beautiful oak tree at the entrance and Jim from Arbor Tec came in and cleaned that up. At the time, we had no idea if the tree could be saved. We wanted to save it if we could, but needed some expert opinions. In the meantime, the Board felt, for safety reasons, that we should remove the two large limbs that were hanging over the sidewalk and roadway. We also hoped that it would give us an idea of the stability of the tree. This couldn't be done immediately as Arbor Tec's bucket truck was in the shop being repaired. It was done 2 weeks later and the area where the limbs were cut off looked good, with no rotting, so we still didn't have an answer as what to do about the tree. Many homeowners asked that we do all we could to save it. I contacted the Florida Extension service for their opinion and spoke with other sources. But even if the tree was not cut down, the landscape company had to redo the plans as now there would be more sun on the south side and that would mean different plants. That was done and the contract was signed. We were on the schedule for Feb/March.

Now after having the recommendation of the Florida Extension service and having the arborist take another look at the condition of the oak tree, it has been decided that it must be cut down. This will require that the big root be grounded down to a depth of at least 3 feet, in order to either plant a replacement tree or viburnum in the empty space. We also have to call DIG to check for underground utilities in the area before it can be done. I have no idea how long that will take. Now, of course, the plantings for the south side will have to be changed again, as now there will be a lot more sun.

No one wants this project finished more than I do!! Countless hours have been spent trying to get this done, and the Board has committed our time, resources and the money to seeing that our entrance represents the wonderful, beautiful community we live in. The management company has nothing to do with this project, as this was started last year. It's just been one delay or disaster after another—who could have predicted the Hurricane and having to now cut down a tree that is over 100 years old. What awful timing! I assure you, the entrance landscaping project will get done, and soon.

Mary Greenfield

1st Vice President—WFHOA

Wickham Forest ARC Meeting Summary

Date: February 7, 2017

Members Present:

Susie Nichols Dan Reichel Carol Theiler

Request Approved:

4475 Wild Oak Court:

EXTERIOR HOUSE/TRIM PAINT

House/Garage Door—Custom Color—

Sample Submitted Trim—Off White—Sample Submitted

2610 Wild Wood Drive:

EXTERIOR HOUSE/TRIM PAINT House/Garage Door—Behr-Nairobi Dusk—PPU3-10

Trim—Behr—Glazed Pot—PPU3-15

4485 Willow Bend Drive:

INSTALLATION OF PAVERS—Driveway to street, Front walkway and stoop, area in front of both windows, walkway to fence on south side of property

4540 Willow Bend Drive:

INSTALLATION OF PAVERS Driveway, Existing walkway and front porch

INSTALLATION OF ACCORDIAN HURRICANE SHUTTERS

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 March 7, 2017, 7:00 PM, at 4590 Willow Bend Drive

Most items are easily approved and most questions answered. We are all working to make our Wickham Forest neighborhood the best and loveliest in the area! All projects must be started and completed within six months of the ARC approval or a new request will have to be submitted. Also. Remember to check the covenants or with a ARC member if you have any questions regarding exterior changes.





Are you ready for the Wickham Forest Annual Garage Sale- April 1, 2017!!!!!!

The Wickham Forest annual community garage sale will be held on April 1, 2017, from 8:00 AM -2:00 PM, and advertised in our newsletter, Next Door Wickham Forest. Signs will be posted at our entrance way by Friday afternoon. The Wickham Forest Board will arrange to have GOODWILL come into the community to pick up any unsold items

that home-owners would like to donate. The GOODWILL Truck will drive through the neighborhood after 2:00 PM for pick up on Saturday, April 1, 2017.

SPRING CLEANUP:

Now would be a good time to spruce up your yard while the weather is not too hot. Rake up those leaves. Keep the lawn in good order and repair with sodding, watering, mowing and edging. Fertilizing can be applied now, but remember it is ILLEGAL to apply fertilizers within 10 feet of any water body or to apply them if heavy rain is likely. You may use irrigation to water in the application of fertilizer.

Keep all trees and shrubbery pruned and remove weeds/grass in flower beds and replace dead or damaged vegetation. Be mindful of plants and grass growing over sidewalks, interfering with walkers. If you maintain your own yard, be sure to trim/edge the grass along the sidewalk.

It is ILLEGAL to blow grass clippings into the street, gutter, ponds, or any other type of water body. Instead by blowing them back into your yard it will allow nutrients to return to the soil. Blowing grass clippings into the street, gutter, or pond is prohibited by the City of Melbourne Fertilizer Ordinance (Section 27, Article IV) and can cause issues with algae or pond scum. The property owner and the person responsible for violating the ordinance can be fined \$200.00.

PLEASE KEEP IN MIND WHEN MOWING, WEEDING AND TRIMMING YOUR YARD TO STORE THE COLLECTED WASTE OUT OF SIGHT UNTIL THURSDAY; 5:00 PM FOR THE FRIDAY PICK UP.

LET'S KEEP WICKHAM FOREST BEAUTIFUL

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



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: **codecompliance@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.**