

Wickham Forest Homeowner's Association

<http://www.wickhamforest.com>

FEBRUARY 2018

FROM THE PRESIDENT:

Blessings on your day, Wickham Forest!

The Board received a request for the President's message on the front page of the newsletter to return. Your Board President is happy to oblige. This article will attempt to discuss updates and current needs of Wickham Forest.

First, let us talk about the increase in 2018 Annual Dues.

For several years, the swales behind Willow Bend Drive and Wild Wood Drive have deteriorated. Maintenance of the swales, to ensure that water remains free flowing as part of the Wickham Forest drainage system, is mandated by St. Johns River Water Management. Homeowners thought the HOA was responsible and the various Boards were under the impression that the individuals whose homes bordered the swales were responsible. The 2017 WFHOA Board of Directors began to investigate, and consulted with the HOA attorney. The answer to the question: The WFHOA is responsible. Thus, the Board began the search for a reliable company to complete the required work and to regularly maintain the swales. Brevard Excavating and Land Cleaning, Inc. was the company selected. The work began and was completed within two weeks during December 2017.

Secondly, let us talk about the hiring of an Administrative Assistant. As announced in Spring 2017, Leland Property Management decided abruptly to discontinue working with Wickham Forest. Leland would not answer questions regarding their breaking of the agreement with WF.

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Homeowners Association, Inc.
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FAX: (888) 851-4645

CONTACTS

Association Board

Wickham-
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1st Vice President
(321) 253-0328

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(816) 787-7118

Carol Smith, Secretary
(321) 525-9517

Ed Clark, Treasurer
(321) 292-1946

Pam Clark, Admin Asst.
321-432-4031

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

- Susie Nichols
- Linda Beckwith
- Bob Bruno
- 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

The hiring of an Administrative Assistant continued.

Leland did, however, return WFHOA records, but they were returned incomplete and in shambles. Pam Clark (the wife of WFHOA Treasurer), who has often attended Board meetings and who has given many volunteer hours frequently to WF over the years, stepped forward with more volunteering to assist in straightening out the records. Pam continued to assist while the Board searched for alternatives to a management company. She worked without pay for weeks before the Board offered her a temporary position. This was a “factfinding” experiment while the Board looked for a way to avoid the problems encountered with Leland Management. The Board consulted with the HOA attorney to be certain Pam’s employment and salary would be legal. We were looking for ways to improve the HOA without hiring another management company. An Administrative Assistant seemed a good possible alternative and one that the Board and HOA could have better control.

The Board has been extremely pleased with Pam’s work. Pam proved she was experienced with mortgages, title companies, and real estate companies. Her earlier work as an underwriter for FHA, VA and FMMA has been and is a great asset. She gave detail to various management issues that the position demands. She interacts and works well with each of the Board members and with homeowners. In addition, she has a working relationship with the HOA attorney and knowledge of Florida statutes governing HOAs in the state of Florida.

The Board has decided to offer Pam a permanent position for the 2018 year, based on her skills and experience. A list of the Responsibilities of an Administrative Assistant will appear on page 3 of this newsletter.

Please recall that Leland Management was contracted and paid for 6 months; from Nov 2016 to April 2017. It should be pointed out that the Board worked very hard NOT to raise the dues over the several years even in spite of needing to comply with the St Johns Water Management in paying \$35,000.00 for the retention pond work in recent years. Our beautiful tree at the entrance had to be removed due to disease. Much of the HOA fences were damaged during 2016 and 2017 hurricanes. Regular maintenance on common areas have continued, with costs continually increasing. Whickham Forest is now 30 years old and is requiring more and more maintenance at a higher expense cost. Major repairs along with regular operating expenses has nearly depleted the financial reserve and it is now time to begin replenishing before more emergencies arise.

Each homeowner is not only invited but ENCOURAGED to attend each board meeting. Become involved in your community.

(SEE PAGE 10 FOR INFORMATION ABOUT THE ANNUAL MEMBERSHIP 2018 BOARD MEETING)

Administrative Assistant Duties:

Administrative Assistant position requires a high level of technical proficiency and accuracy, with a high level of people skills and ability to treat each situation with objectivity and professionalism. Self-Motivated

Assist in ordering office supplies and postage, research new deals and suppliers

Maintain contact lists

Provide general support to homeowners when board members are away

Write and distribute mail correspondence Ensure the efficient and smooth day to day operation

Develop and maintain policies and procedures manual for HOA board members

Mail letters and do daily mail pick up from Post Office and distribute between board members

Maintain professional interactions with homeowners and board members

Assist with coordination of Annual Board Meeting and community related board meetings, meeting notices and put out sign

For all new homeowners, prepares all necessary documents and sends packets of information through the mail to new homeowners

Maintain owner email distribution list

Ensures accurate contact information for all owners in the billing system and association directories

Mails certified letters to homeowners as needed

Coordinates HOA mailings

Updates databases when contact information changes

Assist in updating website

Coordinate between board members, ARC Committee, Real Estate Salespersons, Title Companies, Mortgage Companies and Attorneys regarding legal issues and foreclosures

Assist with procedures to track Wickham Forest rentals and communicate with rental property owners

Banking Summary - Last month
12/1/2017 through 12/31/2017

Category	12/1/2017- 12/31/2017
INCOME	
Income Fees	687.86
TOTAL INCOME	687.86
EXPENSES	
Admin Fee	1,000.00
Bush Hog Work	28,505.00
Christmas Decorating Contest	192.85
Electricity	98.42
Holiday Decorations	19.26
Insurance	1,196.00
Misc Expenses	107.86
Mowing	450.00
Office Supplies	174.91
PO Box Rent	76.00
Ponds	400.00
TOTAL EXPENSES	32,220.30
TRANSFERS	
	0.29
FROM BUS SELECT HY SAV XX5720	2,508.57
TO BUSINESSSELECT CHKG XX1800	-2,508.57
TOTAL TRANSFERS	0.29
OVERALL TOTAL	-31,532.15

Account Balances - As of 12/31/2017

Account	12/31/2017 Balance
Bank Accounts	
BUS SELECT HY SAV XX5720	10,000.29
BUSINESSSELECT CHKG XX1800	4,054.90
TOTAL Bank Accounts	14,055.19
OVERALL TOTAL	14,055.19

Reason for WFHOA 2018 Annual Dues Increase:

In December, 2017 the Wickham Forest swales were cleaned and updated as per St. Johns River Water Management. Due to the extremely high costs related to the swales upgrades and now continued upkeep required, the WFHOA financial reserves are nearly depleted. It has become necessary to increase the 2018 dues 15% to help offset this cost. While no one likes increases in expenditures, we all understand the necessity in having a financial reserve to assist with future emergencies.

Thank you, homeowners for understanding the unusual circumstances surrounding the need for this increase.



Wickham Forest ARC Meeting Summary

Date: January 8, 2018

Members Present:

Linda Beckwith Bob Bruno Georgette McWilliams
Susie Nichols Carol Theiler

2640 Bent Elm Lane:

REPLACE ROOF WITH ASPHALT ARCHITECTURAL SHINGLES - Quarry Grey

2670 Forest Run Drive:

INSTALLATION OF PLAYGROUND BEHIND REAR OF HOUSE

2690 Forest Run Drive:

INSTALL PAVERS ON FRONT ENTRYWAY AND DRIVEWAY

2695 Forest Run Drive:

REPLACE ROOF WITH ASPHALT ARCHITECTURAL SHINGLES—Sunrise Cedar

4565 Sweet Bay Ave:

REPLACE ROOF WITH ASPHALT ARCHITECTURAL SHINGLES—Grey

4450 Wild Oak Court:

REPLACE ALL WINDOWS AND DOORS WITH HURRICANE IMPACT GLASS

4465 Wild Oak Court:

INSTALL WHOLE HOUSE GENERATOR

REPLACE FENCE AROUND GARBAGE CANS AND AC UNIT

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Wickham Forest ARC meeting Summary continued:

2425 Wild Wood Drive:

EXTERIOR HOUSE/TRIM PAINT

House—High Tea—#6159 Trim—White Satin—#360

Front Door—Brick Red—#1095 INSTALL PAVERS ON DRIVEWAY, FRONT OF HOME AND WALKWAY—Color—Sand Grey RPLACE FRONT DOOR
REPAIR STUCCO ON FRONT COLUMNS AND TRIM

4745 Willow Bend Drive:

REPLACE EXISTING FENCE WITH 6' SHADOWBOX FENCE WITH 3 GATES

4765 Willow Bend Drive:

REPLACE ROOF WITH ASPHALT ARCHITECTURAL SHINGLES—Grey
REPLACE SKYLIGHT WITH HURRICANE RESISTANT SKYLIGHT

Our next meeting will be February 6, 2018 at 7:00 p.m., at 4590 Willow Bend Dr.

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. All projects must be started within 6 months or a new request will have to be submitted. Also, remember to check with the covenants or the ARC members if you have any questions regarding exterior changes.

WICKHAM FOREST ANNUAL DUE'S

Dues are due February 1st, 2018. 2018 dues amount is \$142.00.

Due letters were mailed out January 15, as a courtesy. If you did not receive a dues letter by January 24th, please contact pamwfhoa@gmail.com. Regardless if you receive the letter or not it is the responsibility of each homeowner to pay their dues on time. Late payment of \$25.00 will be applied on any dues received or postmarked after February 28th, for each month late. No late fees will be waived.

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



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 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 go

to the committee members, Linda Beckwith, Bob Bruno, Georgette McWilliams, Susie Nichols, and Bernadette Pinto (alternate) for their tireless commitment to the curb appeal of our neighborhood.



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.

WFHOA 2018 PROPOSED BUDGET				
INCOME				
2018 DUES (\$142.00)			\$45,014	
Savings			\$12,509	
Projected 2017 carry forward	12/31/2017		\$2,299.00	
Total anticipated funds			\$ 59,821.57	
EXPENSES				
Corporate report			\$ 70.00	
Electricity			\$ 1,020.00	
Meeting Room			\$ 190.00	
Postage			\$ 900.00	
PO Box Rent			\$ 76.00	
Attorney's fees			\$ 1,000.00	
Tax Preparation			\$ 150.00	
Income/Property Tax			\$ 200.00	
Office Supplies			\$ 900.00	
Common Area Maintenance:				
Mowing, fertilizing & landscaping			\$ 5,400.00	
Retention Ponds			\$ 4,800.00	
General Expenses:				
Miscellaneous			\$ 1,000.00	
Salaries			\$ 6,000.00	
Admin Assistant			\$ 12,000.00	
Bonuses			\$ 800.00	
Insurance			\$ 2,600.00	
Christmas Decorating contest			\$ 175.00	
Conservation Area & Swale Maintenance			\$ 6,900.00	
Fence			\$ 727.00	
2018 Projected Expenses			\$ 44,908.00	

WICKHAM FOREST HOMEOWNER'S ASSOCIATION, INC.

PO BOX 410621
MELBOURNE, FL 32941

Notice of Annual Membership 2018 Board Meeting

Meeting Date: Wednesday, February 21, 2018

Meeting Time: 7:00 pm (sign in to begin at 6:30 pm)

Location: Candlewood Suites
2930 Pineda Plaza Way
Melbourne, FL 32940
(Meeting Room)

Notice is hereby given of the Annual Meeting of the Membership. The purpose of the meeting is to elect five (5) Directors to serve one year term on the Board of Directors for Wickham Forest Homeowners Association, Inc. and any business as may be lawfully presented to the membership. If you are unable to attend this meeting it is very important for you to complete and return your proxy ballot. Please return by February 21, 2018.

If you have questions concerning proxies, please contact Pam Clark, Administrative Assistant, at 321-432-4031 or via email to pamwfhoa@gmail.com.

ANNUAL MEETING AGENDA

Call to order

Certification of membership quorum

Accept minutes from last meeting

Introduction of Candidates

Election – Tally votes

Election Results

New Business – present proposed changes to covenants for vote by 2018 Board

Adjournment

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

Enclosures: Dues Letter

Annual Meeting Notice

2018 Budget

Proxy Ballot

Covenant Additions