



[Wickham-forest@googlegroups.com](mailto:Wickham-forest@googlegroups.com)

April 2019

**Wickham Forest Homeowners  
Association, Inc.**

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

**Contact the Board**

Nancy Phillips, President  
(321) 426-6047

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

Kevin Rozanski, 2nd Vice President  
(321) 917-6552

Ed Clark, Treasurer  
(321) 292-1946

Janet Smith, Secretary  
(561) 703-4618

Pam Clark, Admin Asst.  
(321) 432-4031

**[WickhamForest.com](http://WickhamForest.com)**

William Bumgarner, Webmaster

**Volunteer Opportunity!**

The board requests anyone with possible interest in volunteering to become a member of the Architectural Review Committee (ARC) to please email [Wickham-forest@googlegroups.com](mailto:Wickham-forest@googlegroups.com) as soon as possible. There are pending vacancies on the committee that need to be filled.



**WFHOA Board Update:**

Recently several Wickham Forest board members took a tour of the development to check on the condition of swales behind Forest Run and Willow Bend/Bent Pine. They also viewed the retention ponds behind Red Maple, Bent Pine, Forest Run, and Wood Haven, and explored portions of Wood Haven swale and conservation area and Forest Run conservation area. All fences appeared to be in good condition, and our landscaper has been doing a great job of keeping up the maintenance of these areas. Clearing vegetation in the swale along the Wood Haven conservation area remains a work in progress and will take some time to complete. It is important that these stormwater drainage systems areas are maintained to protect our community from flooding.

# March 2019 Board Meeting

March 20, 2019

Board Members Present:

Nancy Phillips (President), Mary Greenfield (1st VP), Kevin Rozanski (2nd VP), Janet Smith (Secretary)

Others Present: Pam Clark (Admin Asst.), eight residents

## Minutes

Nancy called the meeting to order at 7:01 PM. A quorum of four board members was present.

Board members were asked to sign certification that they have read the covenants and by-laws of Wickham Forest HOA.

A homeowner present at the meeting was introduced as she is volunteering to help on a committee as needed.

Nancy presented results from the Audit Report for 2018 that was completed by an independent auditor and returned to the board in mid-February. It was a glowing report with no errors. Janet moved to accept the auditor's report, seconded by Mary, and unanimously approved.

Mary (1st VP) reported that she has met with the landscaper from ProLawn in preparation to replant the front entrance. It is also noted that the Wickham Forest sign at the entrance is in need of a new coat of the green paint. Nancy is contacting the art department at various high schools to possibly ask an art student in need of volunteer hours to do that painting.

Kevin (2nd VP) gave a report on the number of days elapsed prior to a violation notice being sent out. A specific problem that had been reported by a homeowner has been addressed and rectified. The recently installed reflectors on the islands will be adjusted to head-light height.

The lack of a working welcoming committee was discussed. Perhaps a new name is needed for this committee? A few homeowners have volunteered to deliver items to new residents. However, we need some volunteers to go to various business and service providers for donations to place in welcoming packs for new residents. It was suggested that perhaps businesses and service providers who donate could have their business cards scanned and included in the newsletters as a thank you for their donation. Please email the board if you are willing to contact local businesses for donations.

It was suggested that new homeowners purchasing properties located on swales or retention ponds be given a letter regarding mowing responsibilities. This would be provided to the title company to notify the new homeowners at the closing on their property. This information could also be included in the welcome package sent to affected new community members.

Pam brought information on possible purchase of a new message sign. This was tabled until further research can be done. We'd like to hear from community members about this item. Do we need a message sign, or are the email notices of the newsletter adequate? Please email your thoughts to the board for consideration.

A vinyl sign to place in the middle of Wickham to advertise periodic community garage sales was discussed. Pricing for the sign will be researched further, to determine whether it can be two-sided, or whether two signs would be needed to post so traffic can view it both northbound and southbound.

A volunteer resident, William Bumgarner, has stepped up to take care of the American flag at the entrance.

We will check with our webmaster to determine if it is possible to include an active video on our website. A local TV station recently aired a video about people parking on the street blocking the path of emergency responders. If adding the video is a possibility, we will pursue getting permission from the TV station to use the video.

Estoppel fees were discussed. This applies to residents selling (not refinancing) their home. It is paid by the seller to certify that the seller is in compliance with association fees and fines, and verified by inspection of the property for no violations of covenants.

Kevin suggested that we require two board members to sign all checks written. Pam said that most of the payments made are now done electronically. Kevin also requested that invoice reports be provided to the board on a monthly basis, and that income be broken down into specific categories. (ie dues fees, violation fees, late dues fees, estoppel fees)

## (March Board Meeting Minutes, continued)

Mary noted that the landscaping around the Lift Station has not been replaced by Brevard Co. Utilities. She will call to follow up on this.

A homeowner made a request concerning a board member.

A homeowner noted that some storm drains are full of leaves. Mary will speak to ProLawn, and Kevin will call the city to ask them to check them to ensure water can flow freely.

Meeting adjourned at 8:20 pm.

***The next WFHOA Board Meeting will be held on Wednesday, April 17, 2019 at 7:00 pm. The meeting will be located at 4245 Wood Haven Dr. Homeowners are encouraged to attend.***

## Gentle Reminders

Please follow traffic rules by driving to the right side of the islands on Forest Run when entering the community. A homeowner has noticed numerous 'almost' accidents because some drivers don't heed the traffic rules. Please don't put others or yourself in harm's way. It only increases driving time by a few seconds to slow down and go around on the right side.

**SPRING CLEAN-UP!!** Remember to check your yard, sidewalk, driveway and roof, and remove leaves and pollen from the oak trees. If needed, pressure clean discoloration on any of those places that need attention. Thank you for helping the board to keep Wickham Forest a beautiful and desirable place to live.

## Notes

A board member spoke to FPL regarding transformer boxes in need of repair or replacement due to fading and rust. FPL will not do anything with the boxes unless it is causing a safety hazard. Rust and paint are not considered safety hazards. Please be aware that homeowners are NOT permitted to paint the green boxes. Homeowners with green transformer boxes in their yards are reminded that you may plant landscaping around those boxes provided that you maintain that landscaping. Plants must be 3 feet away from the sides and back of the box, and 8 feet away from the front of the box.

The City of Melbourne Streets and Stormwater Department was contacted regarding cleaning the storm drain culverts throughout the community. We are told that a work order has been issued to check our storm drains.



## Upcoming events at Wickham Park

**Sat./Sun. April 27-28 Melbourne Art Festival**

- free event with 250 juried artists exhibiting fine arts and crafts

**Thurs. - Sun. May 9 – 12 32<sup>nd</sup> Annual Florida Vietnam and All Veteran's Reunion**

- Vietnam Traveling Memorial Wall on display
- live music, food & drinks, military vendors, military displays
- Public is invited to attend.

### ***A Note from the 2nd Vice President***

We do not single out specific homeowners for violations. Signs were posted advising about pressure washing/mildew on houses and roofs. The board does not as a whole feel we should have to tell someone who owns property that they need to take care of basic preventive maintenance, i.e., pressure washing, mildew removal and painting. We, as board members, wish we never had to send out violation notices (letters) but we, as homeowners, when purchasing in Wickham Forest, knew we were buying in a deed restricted community and as such would be held to a higher standard. I and, if nothing else, we, as homeowners, should be proud of our own homesteads and want to keep them and all property values in Wickham Forest as high as possible! —Kevin

Violation Type	1st	2nd	3rd	Fines	Lien Notice
Boat Parking					
Mildew	7	16	1		
Fence Repair					
Garbage Cans	8		1		
Trailer	1				
Parking	1				
Rental Non-Compliance	1				
Ladder	1				
Signs	2				
Painting	1				

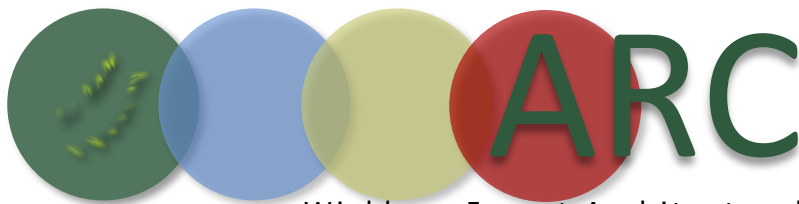
### **REMINDER**

## **WICKHAM FOREST COMMUNITY GARAGE SALE**

**Saturday, April 6th**

**8:00 am—3:00 pm**





Wickham Forest Architectural Review January

Members Present: Bob Bruno, Georgette McWilliams, Susie Nichols, Carol Theiler

### Approved Requests

<b>2200 Bent Pine St:</b>  REPLACE ROOF WITH ASPHALT ARCHITECTURAL SHINGLES – Estate Gray	<b>2565 Bent Pine St:</b>  ENCLOSE FRONT ENTRANCE WITH SCREEN DOOR
<b>2575 Red Maple Pl:</b>  REPLACE DRIVEWAY WITH PAVERS TO THE STREET – color – South Beach EXTEND DRIVEWAY 5’ ON EACH SIDE WITH SAME PAVERS UPDATE LANDSCAPING	<b>2570 Wild Wood Dr:</b>  REPLACE ROOF WITH ASPHALT ARCHITECTURAL SHINGLES – Quarry Gray

**Our next meeting will be April 9, 2019 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 six months or a new request will have to be submitted. Also, remember to check the covenants or with the ARC members if you have any questions regarding exterior changes.

**Chairperson: Carol Theiler(321) 259-7400**

Susie Nichols • Linda Beckwith • Bob Bruno • Georgette McWilliams • Bernadette Pinto (alt)





# Banking Summary

March 01, 2019 through March 31, 2019

## INCOME

Income Dues	4075.00
Income Fines	50.00
Income Late Fees	150.00
Interest Income	0.19
<b>TOTAL INCOME</b>	<b>4275.19</b>

## EXPENSES

Admin Fee	1,000.00
Annual Salary	200.00
Electricity	94.94
Landscaping	700.00
Legal Fees	270.00
Office Supplies	24.91
Ponds	400.00
Postage	28.15
Software	14.99
<b>TOTAL EXPENSES</b>	<b>2732.99</b>

## TRANSFERS

**TOTAL TRANSFERS** 0.00

**OVERALL TOTAL** 1542.20

Account Balance 4/1/2019

## Bank Accounts

BUS SELECT HY SAV XX5720  
8,003.87

BUSINESS SELECT CHKG XX1800  
41,764.69

**TOTAL Bank Accounts** 49,768.56

**OVERALL TOTAL** 49,768.56



## 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 at [wickham-forest@googlegroups.com](mailto:wickham-forest@googlegroups.com).

A few reminders regarding our Community and Covenants:

1. Garbage is picked up on Tuesdays and Fridays. Recycling is picked up Wednesdays. Trash, garbage or other waste shall not be kept on any Lot except in sanitary containers or garbage compactor units. Garbage containers, if any, shall be kept in a clean and sanitary condition, and shall be so placed or screened as not to be visible from any road or adjacent property within sight distance of the Lot. **Trash, refuse and garbage shall not be placed at curbside earlier than 5:00 p.m. on the evening before scheduled pickup.**
2. 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.
3. For Bulk Items: Contact Waste Management to schedule a bulk items pick up (including furniture). These items can be placed at the curb on Fridays. The truck that picks up the yard trash will return later in the day to pick up bulk items. For more information contact Waste Management at 321-723-4455.
4. Waste Management trucks are automated, manned by only one employee. Therefore, any trash NOT in the garbage bin WILL NOT be picked up.
5. **If you are planning to paint your home, or plan any exterior changes, to include roofs and fences, 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, regardless of the current color.



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	(321) 674-5726
City of Melbourne Water Department (Emergency)	(321) 255-4622
Report a Pothole: City of Melbourne	(321) 953-6231
FPL Power Outages, Meter Checks	(800) 468-8243
Florida City Gas leaks, odors	(888) 352-5325
Waste Management	(321) 723-4455
Bus Transportation	(321) 242-6497