



**WILKINSON WOODS HOMEOWNERS ASSOCIATION INC.
A CORPORATION NOT FOR PROFIT
P.O. BOX 884, WOODVILLE, FLORIDA 32362**

MEETING MINUTES JANUARY 23, 2024

Call To Order: The president, George Hall, called the Board to order at 7:00 pm at the Leroy Collins Public Library in Woodville and reminded all members to exercise proper decorum and courtesy.

Present: See attached board member sign-in.

Comment and Discussion by Parcel Owners: The floor was opened up by the president for comment and discussion by parcel owners on all matters to be considered by the board:

Joshua Reed: It was brought to the board's attention, referring to the proposed Bylaws and Covenants, that there were misspelled words, conflicting language, incorrect voting percentage of members, punctuation, and "Property Management Company" in the proposed By-Laws. Ability to enforce working on vehicles out of sight in the Covenants. Questioned whether changes should be voted on for both Bylaws and Covenants by the general membership. Questioned charges for copies (thumb drives) for records in ARTICLE XI – Books and records; Inspection. Questioned how a photo would be taken for the certified letter in Article XVII - Enforcement and definition of public property. The president asked if Joshua would consider heading a committee to recommend updates, but Joshua declined.

Chris Johnson: Requested payment for invoice of community services (road maintenance) during his term as a board member (Vice President). He was under the impression that his HOA dues were being compensated instead of road work instead of receiving payment like other board members. The president mentioned that there is no mention of this in any meeting minutes. Questioned owing his dues for 2023. The past President, Mike Buckley, and past Secretaries, Nancy Guidry and Judy Stricklin, stated that Chris's dues were paid each year through 2022 and were never compensated. Chris Submitted an invoice to the HOA for \$520.00. Questioned reimbursement and if receipts could be/have been padded.

Board Member Brenda Ciccarelli stated that we should not return to the practices of previous years and not pay anyone else.

Kirby Brown: The neighbor's pig is coming into her yard and digging holes. Also, loose dogs. Could the board assist? Several board members recommended calling Animal Control as a solution.

Reading of the Minutes:

Approval of the minutes from the prior meeting as posted on the WWHOA site: Dana Fields made the motion to approve, and Corey Reed seconded it. The board approved the motion.



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Report of Managers:

Website - (<https://wilkinsonwoods.org/>) The president reported the website was up and is a work in progress. The cost has been donated to the HOA for the first year, and \$60.00 per year is basically for the domain name registration.

Report of Officers:

Treasurer - Lori Andrews, Treasurer, presented a printout of the treasurer's current financial status report (see attached).

The president motioned to authorize the treasurer to pay all routine bills for the rest of the fiscal year (Usually motioned during the annual member meeting and should be reflected in meeting minutes). During the discussion, Joshua Reed stated that routine bills are not defined without a budget. The president amended his motion to all routine bills: utility, road grading, office supplies, etc., with receipts until April. Seconded by Brenda Ciccarelli, the board approved the motion.

Unfinished Business:

Chris Johnson's invoice for road work was brought forward to the board. Mike Buckley moved to pay Chris Johnson's invoice for \$520.00, which was Seconded by Dana Fields. The board approved the motion.

Condition of the road:

A check was submitted to Leon County Public Works for road grading.

Discussion: Due to insurance policy, only board members can utilize the tractor to work on the road.

Susan Buckley - HOA fees are to maintain the road, and compensation of any members should be allowed due to the time it takes to work on the road properly. Roads should be continuously graded and in the correct way.

Mike Buckley - More of the road should be graded, not just the main street; when asked if he would consider grading the road without compensation, he stated he would not.

The president cited Florida Statute rules (under 720.303(12) regarding compensating board members or officers. "A director, officer, or committee member of the association may not directly receive any salary or compensation from the association for the performance of duties as a director, officer, or committee member and may not in any other way benefit financially from service to the association." Any Board Member working on the road is indeed for the HOA and, therefore, cannot be compensated.

Mike Buckley took a different view of the rules, stating that board members cannot be compensated for their position, not their community work.



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The president reminded the board that the insurance clause requiring only board members to operate the tractor makes road maintenance part of their duties.

Board Member Dana Fields motioned to table the topic of compensation until the next meeting. Board Member Brenda Ciccarelli seconded the motion, which was approved by the board.

Vice President John Ferguson stated that the tractor needs work and would like to recommend his son. The board recommends that three quotes be obtained before any work is done, and his son may offer a bid unless the work is free of charge.

New Business

Registered Agent for By-Laws

The president asked the board to choose a registered agent. The board motioned that the registered agent be the President. Brenda Ciccarelli seconded the motion, which was approved by the board.

Covenants

The president informed the board that the Covenants or any governing document filed with the county runs out after 30 years. Restated about a committee to review and update proposed By-Laws and Covenants. Joshua Reed agreed to assist (but not head the committee). Amanda O'Donoghue volunteered her husband to edit in abstention and stated she would let the board know if he agreed. Mike Buckley suggested that Mike Baldwin assist as well.

Bookkeeping Software

The president motioned to approve the purchase of Quicken bookkeeping software for the Treasurer at \$60/year. Discussed how this would help track deposits and spending, create and maintain budgets, electronically update with bank account, and build reports and financial records. Recording dues and assessments should be entered by lot number and name in the treasurer's records and Quicken will make this requirement easier. Seconded by Brenda Ciccarelli, the motion was approved by the board.

Zone Representation

The president mentioned Zone representation for the neighborhood and passed out a map (attached) of the neighborhood divided into eight zones. Tabled and will discuss it more as new business at the next meeting.



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Budget:

The president stated that the HOA needs a budget moving forward, starting with \$ 1500.00 set aside for tractor maintenance, \$ 500.00 for admin supplies, \$ 250.00 for lien fees, and \$ 250.00 for insurance. Also, the HOA should be bonded. The president will bring up the budget for old business at the next meeting.

Street Signs:

The president produced a quote (attached) from Leon County Public Works for \$1,197.36 to fabricate and install all street poles and signs in the neighborhood. Dana Field motioned we move forward with purchasing, seconded by Corey Field's motion and approved by the board.

Neighbor in Need donation program:

The president proposed collecting voluntary donations at meetings that will be maintained in a separate fund to assist neighbors who may need assistance. Based on need, the board will determine by nomination and vote on any disbursement during any board meeting. Brenda Ciccarelli recommended stipulations on who could be helped, i.e., chronic non-payers of dues, etc. The president mentioned this is a voluntary donation, and all members are eligible. If a neighbor is nominated and not in good standing by being delinquent in their dues or assessments, then the donation will be used to bring the neighbor in good standing first, then the rest of the awarded donation will go to their cause.

Brenda Ciccarelli motioned to approve, seconded by Lori Andrews, the board approved the motion.

Future Meetings:

Board meeting February 20th at 6:45 pm. Notification will be sent by February 6th

The annual member meeting is on April 16th at 6:00 pm, with a letter of notification to be mailed on or before March 16th with dues notice and proxy vote forms to be posted on the website.

Meeting adjourned: 8:40 pm.



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MEETING MINUTES JANUARY 23, 2024



| | | | NATURE |
|-------------------|----------------|---------------------------|--------|
| George Hall | President | georgeshall@earthlink.net | |
| Todd Chalus | board member | todd66@yahoo.com | |
| And | Treasurer | loriandrews9@gmail.com | |
| John Ferguson | Vice president | johnferg7@qtpo.com | |
| Cosie Reed | board | nicancaves@gmail.com | |
| MIKE BUCKLEY | | MBuckley@gmail.com | |
| Jeanne Jackson | secretary | jeannejackson@gmail.com | |
| Bronda Ciccarelli | board member | reb@gmail.com | |
| | board member | blunnfields@smail.com | |
| A and O'Donovan | | | |
| | | | |
| | | | |

E:



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2023
Expenditures Source:
Checkbook and Receipts

| Check# | Check Date | Check Amt | Description |
|----------------------------|-----------------|-----------|---|
| <u>Vendor/Payee</u> | | | |
| 1171 | 01/21/23 | 40.00 | Security Lights -utilities City of Tallahassee |
| 1172 | 01/21/23 | 116.00 | Grading, ditches Mike Buckley |
| 1173 | 01/21/23 | 158.80 | Stamps, copies Judy Stricklin |
| 1174 | 01/31/23 | 40.32 | Security Lights -utilities City of Tallahassee |
| 1175 | 03/07/23 | 40.50 | Security Lights -utilities City of Tallahassee |
| 1176 | 04/10/23 | 40.19 | Security Lights -utilities City of Tallahassee |
| 1177 | 04/10/23 | 17.54 | Copies Judy Stricklin |
| 1178 | 05/12/23 | 80.00 | Security Lights -utilities didn't rec.#1176 City of Tallahassee |
| 1179 | 05/24/23 | 1,000.00 | 5 loads fill sand Perez Construction |
| 1180 | 06/02/23 | VOID | VOID VOID |
| 1181 | 06/03/23 | 500.00 | Service pole Mallory Jackson |
| 1182 | 06/09/23 | 42.61 | Security lights City of Tallahassee |
| 1183 | 06/12/23 | 251.26 | P O Box rent, mtg. rooms Judy Stricklin |
| 1184 | 07/14/23 | 41.37 | Security lights City of Tallahassee |
| 1185 | 07/19/23 | 734.72 | Leon County Road Maintenance Leon County |
| 1186 | 07/19/23 | 844.87 | Yearly liability Insurance Auto-Owners Insurance |
| 1176 | 07/19/23 | (40.19) | City of Tallahassee didn't receive check City of Tallahassee |
| 1187 | 08/07/23 | 41.05 | Security lights City of Tallahassee |
| 1188 | 09/06/23 | 41.37 | Security lights City of Tallahassee |
| 1189 | 09/11/23 | 96.45 | Leon County Road Maintenance Leon County BCC |
| Online | 10/14/23 | 41.37 | Security Lights Conf#1159029717 City of Tallahassee |
| 1190 | 10/29/23 | 96.45 | Leon County Road Maintenance Leon County BCC |
| Online | 11/01/23 | 43.40 | Security Lights Conf#1175506837 City of Tallahassee |
| Online | 12/04/23 | 44.00 | Security Lights Conf#1213950885 City of Tallahassee |

4,312.08

2,543.62 Road maintenance
1,768.46 Administrative

4,312.08



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2023 Checkbook Reconciliation Source: Bank Statements

| | | Deposits | Expenditures (Expenses) | Balance |
|--------------------------|---------|-----------------|--------------------------------|----------------|
| Beginning Balance | 1828.22 | | | 1828.22 |
| January | 0.00 | | (156.00} | 1672.22 |
| February | 90.00 | | (199.12) | 1563.10 |
| March | 96.00 | | (40.50) | 1618.60 |
| April | 990.00 | | (57.73) | 2550.87 |
| May | 4550.00 | | (1080.00) | 6020.87 |
| June | 980.00 | | (793.87) | 6207.00 |
| July | 200.00 | | (1580.77) | 4826.23 |
| August | 100.00 | | (41.05) | 4885.18 |
| September | 100.00 | | (137.82} | 4847.36 |
| October | 0.17 | | (41.37) | 4806.16 |
| November | 0.57 | | (139.85) | 4666.88 |
| December | 0.58 | | (44.00) | 4623.46 |
| Returned check | {90.00) | | | |
| Ending Balance | | <u>8845.54</u> | <u>(4312.08)</u> | <u>4533.46</u> |

* Interest



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PO BOX 884
WOODVILLE FL 32362

12/31/23
*****7501

CYCLE-031

*** CHECKING *** 1492 ASSOC NOW
ACCOUNT NUMBER 0310057501
PREVIOUS STATEMENT BALANCE AS OF 11/30/23 4,576.88
PLUS 1 DEPOSITS AND OTHER CREDITS58
LESS 1 CHECKS AND OTHER DEBITS 44.00
CURRENT STATEMENT BALANCE AS OF 12/31/23 4,533.46
NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

CHECKING ACCOUNT TRANSACTIONS

| DATE | DESCRIPTION | DEBITS | CREDITS |
|-------|--|--------|---------|
| 12/06 | AC-CITY OF TALL-UTL-BILLPAY NAME-WILKINSON WOODS HOMEOW ID-CITY OF TALLAHA | 44.00 | |
| 12/31 | INTEREST PAYMENT | | .58 |

BALANCE BY DATE

| DATE | BALANCE | DATE | BALANCE | DATE | BALANCE |
|-------|----------|-------|----------|-------|----------|
| 11/30 | 4,576.88 | 12/06 | 4,532.88 | 12/31 | 4,533.46 |

PAYER FEDERAL ID NUMBER..... 71-0009885
INTEREST PAID YEAR TO DATE..... 1.32

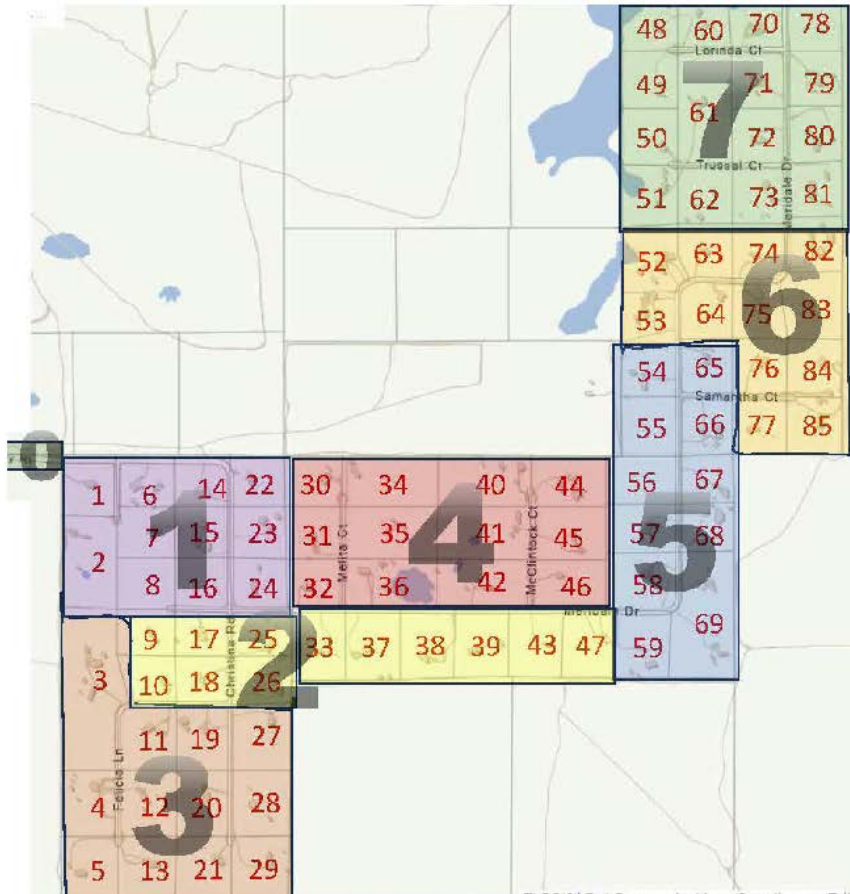


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The unpaved portion of Rhodes Cemetery Road within the HOA but before the first lot is designated as **Zone 0**.





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Leon County
Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountyfl.gov

Leon County Public Works
Division of Operations
2280 Miccosukee Road
Tallahassee, Florida 32308
(850) 606-1400

- Commissioners
- NICK MADDOX
At-Large
Chairman
- CAROLYN D. CUMMINGS
At-Large
Vice Chairman
- BILL PROCTOR
District 1
- CHRISTIAN CABAN
District 2
- RICK MINOR
District 3
- BRIAN WELCH
District 4
- DAVID T. O'KEEFE
District 5
- VINCENT S. LONG
County Administrator
- CHASITY H. O'STEEN
County Attorney

January 22, 2024

Mr. George Hall
Wilkinsin HOA
850/879-1343
georgehall@earthlink.net

RE: Cost Estimate for Wilkinsin Subdivision

The cost estimate below is to fabricate and install street signs for Wilkinsin Subdivision, not maintained by Leon County, as requested,

Materials

| Qty | Units | Item | Unit Price | Total |
|------------|--------------|-----------------------|-------------------|-------------------|
| 12 | each | 9" x 42" Street names | \$42.50 | \$510.00 |
| 6 | each | 12 ft poles | \$30.00 | \$180.00 |
| 6 | each | 30" x 30" Stop signs | \$32.50 | \$195.00 |
| 12 | each | Cap Brackets | \$6.20 | \$74.40 |
| | | | | <u>\$959.40</u> |
| | | | 7.5% | |
| | | | Tax | <u>\$71.96</u> |
| | | | | <u>\$1,031.36</u> |

Labor

| Qty | Units | Item | Unit Price | Total |
|------------|--------------|--------------|-------------------|----------------|
| 4 | hours | 2 Man Crew | \$14.50 | \$58.00 |
| | | Total | | <u>\$58.00</u> |

Equipment

| Qty | Units | Item | Unit Price | Total |
|------------|--------------|----------------------|-------------------|-----------------|
| 4 | hours | Crew cab F-150 Truck | \$27.00 | \$108.00 |
| | | Total | | <u>\$108.00</u> |

People Focused. Performance Driven.



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| | | |
|---------------------|--------------------|-------------------|
| Total Costs: | Materials: | \$959.40 |
| | Tax: | \$71.96 |
| | Labor: | \$58.00 |
| | Equipment: | \$108.00 |
| | Total Cost: | \$1,197.36 |

This estimate is good for 90 days. If you wish to accept this cost estimate, checks and other sources of payment should be made payable to Leon County Board of County Commissioners. Please forward to payment to: Leon County Public Works, Division of Operations, 2280 Miccosukee Road, Tallahassee, Florida 32308.

Upon receipt of payment, we will notify you of a scheduled start date for the project. If you have any questions, please contact me at 850/606-1400.

Sincerely,

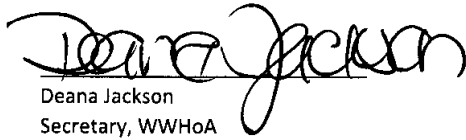
Christopher Bass
Transportation Superintendent

Cc: Andrew Riley, Director of Operations
Brent Pell, P. E. Public Works



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Deana Jackson
Secretary, WWHoA