



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

**MEETING MINUTES FEBRUARY 25, 2025**

**Call to order:**

President George Hall called the meeting to order at 7:02 pm and reminded those present to use proper decorum during the meeting.

Present: See attached Board Member sign-in.

**Reading of DECEMBER 3<sup>RD</sup>, 2024 minutes:**

Minutes were read aloud by Secretary Deana Jackson. President George Hall moved to accept, Tammy Klotz seconded, and the motion was carried.

Speaker: Asked if the overhanging vines could be cut back at Christina and Meridale Road (Eva Vickers property). President George Hall stated that people are not stopping because they are trying to see around the vines. Brenda Ciccarelli stated the procedure should be to stop at the stop sign and creep forward to see. The board's consensus was that the property owner would need to give permission before any action could be taken. Mike Buckley stated the corner should have been trimmed by the company the HOA hired a few years ago. Tammy Klotz volunteered to use her pole saw; her husband would cut the vines with permission from the homeowner.

President George Hall recommended purchasing an updated sign for the front of the neighborhood, including updated information like the website. This may help realtors contact the HOA when the property is sold.

**Report of managers:**

The website manager was not present

**VP Report:**

Nothing to report

**Secretary's report:**

Nothing to report, however, brought up the issue of homeowners stopping by at any day/time to pay dues. This can be an inconvenience, particularly in the evenings after work, trying to have dinner, etc. Discussion: members should mail dues to the HOA directly; however, getting a receipt is also a concern. As someone who pays all bills online, the Secretary understands the convenience of stopping by to pay dues and receiving a receipt. President George Hall recommended setting days/times suitable to the Secretary's schedule. HOA due acceptance day at Secretary's home: Sunday Times: 1–4 pm. If the Secretary is not home, her husband will not accept payments. The Secretary is not responsible for payments left in the mailbox. Brenda Ciccarelli recommended posting the information asap on the website, as 2025 HOA dues are to be paid by April 15<sup>th</sup>.



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**Treasurer Report:**

Lori was out due to illness. President George Hall presented her report for the record. Shared a graph with a breakdown of expenditures from Feb. 2023 – Feb 2024:

50% for road base

11% County road grading

10% HOA road grading

Office expenses (including mailings)

Bills & Utilities 450.00

Meeting room fees, fabric to fix cul de sac

Tractor gas, fuel maintenance

President George Hall also stated that future reports would include this breakdown. This would provide clearer itemization, which will help show the HOA is trying to be a good custodian of funds.

VP Todd Chalus recommended we have the county grader come out asap.

Mike Buckley updated HOA grading work: Lorenda Ct is holding up well. Samantha Ct needs a road base. Using Crowder base has been great, and we must continue working on the main road. Brenda Cicarella also brought up the nasty puddles on her end of the road.

**Discussion:** President George Hall, regarding ordering more than one load at a time, there is only one driver for Crowder who has to bring, unload, go and fill the truck up again, and return, which is very time-consuming for anyone meeting the driver. Mike Buckley said that, with a few days' notice, he could help meet the driver. The member asked about crowning the road so water can run off. Mike Buckley stated he could tilt the blade near the pond area.

**Unfinished Business:**

Board members have delinquent dues and attendance issues. Board member Amanda O'Donoghue has missed more than three meetings; therefore, her position has been vacated. Board member Josh Reed has not paid 2024 HOA dues; therefore, his position has been vacated. Brenda Cicarella and Dana Fields proposed Kirby Brown (not present to accept) to fill one of the positions. Considering the close annual meeting, Mike Buckley questioned if we needed to replace anyone. Josh Reed stated he had not received the second notice and that President George Hall had the receipts of the certified letters mailed for



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review—discussion on what constituted the first and second notice(s). The first notice is the Covenants that everyone should have a copy of. The second notice is the General Meeting notice letter from HOA stating the dues amount and lot address (the 2025 letter was available for pick up at the meeting). The third notice is a certified letter, whether or not the individual receives it from USPS. The HOA is not responsible for USPS issues. Mike Buckley gave the example that when there is a derelict vessel, the fees still stand if the USPS doesn't fully deliver the letter (gate, pets in the yard, etc). Everything has been done that can be done at that point. President George Hall asked if the board wanted to consider waiving the fees. Brenda Ciccarelli pointed out that if we do this for one person, it must be done for any/all who are behind. The board overwhelmingly said no. Tammy Klotz questioned why the dues were not paid, and Josh Reed responded that he wanted to see the process play out. Mike Buckley asked Josh Reed if he was aware of the dues and when they were due. Josh Reed answered yes to both.

**New Business:**

HOA due letters are available for pick up. If not picked up, letters will be mailed. Pick-up is being offered to curtail the cost of mailing.

The general meeting is scheduled for April 15, 2025, from 7–9 pm at Woodville Library. Once the board is nominated and elected, the incoming board will then elect officers at a separate board meeting.

President George Hall called to adjourn the meeting at 7:55, VP Todd Chalus seconded, and the board carried the motion to end the meeting.

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Deana Jackson  
Secretary

George Hall  
President

BOARD SIGN IN



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BOARD MEETING SIGN IN

DATE: 2/25/25

PRINTED NAME	POSITION ON BOARD	EMAIL/CONTACT INFORMATION	SIGNATURE
George Hall	President	georgehall@earthlink.net	<i>[Signature]</i>
Todd Chalco	VP	todd6@yahoo.com	<i>[Signature]</i>
Mike Buckley	Board	Buckley4711@gmail	<i>[Signature]</i>
Dana Fields	Board		<i>[Signature]</i>
Brenda Ciccarelli	Board	cicarellib@gmail.com	<i>[Signature]</i>
Joshua Reed	Board		<i>[Signature]</i>
Dee Jell	Board		
Tammy Klotz	Member	Tammyklotz1970	<i>[Signature]</i>

VERIFIED BY:

SECRETARY SIGNATURE: *[Signature]*

PRESIDENT SIGNATURE: *[Signature]*

Members  
SIGN-IN



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GENERAL MEETING SIGN IN

DATE: 2/25/25

2/25

PRINTED NAME	ADDRESS	EMAIL/CONTACT INFORMATION	SIGNATURE
Yvian Chalus	8061 Meridale	Biker	

VERIFIED BY:

SECRETARY SIGNATURE:

PRESIDENT SIGNATURE:



**2024 Expenditures**  
**Source: Checkbook and Receipts**

Check #	Check Date	Check Amt	Description	Vendor/Payee
Online	01/02/24	43.65	Security Lights -utilities	City of Tallahassee
1191	01/19/24	192.90	Grader	LCBCC
1192	02/29/24	177.30	Meeting room, stamps, Sunbiz registraton	Judy Stricklin
			These expenses were paid by payee in 2023	
1193	01/23/24	37.63	Meeting room for board meeting	George Hall
1194	02/05/24	520.00	Grading and ditch work	Chris Johnson
		192.90	Grading LCBCC	Chris Johnson
		40.00	Fuel	Chris Johnson
			These expenses were paid by payee in 2023	
1195	01/23/24	38.95	Base for road	Steve Bailey
1196	02/20/24	1,197.36	New street signs, received and installed	LCBCC
Online	02/05/24	44.00	Security Lights -utilities	City of Tallahassee
1197	03/01/24	99.64	Tractor parts, labor, box grade-no charge	Mike Buckley
Online	03/01/24	44.00	Security Lights -utilities	City of Tallahassee
1198	04/04/24	192.90	County grader	LCBCC
Online	04/03/24	43.29	Security Lights -utilities	City of Tallahassee
1199	04/08/24	78.00	Road maintenance	Todd Chalus
1200	04/09/24		<b>void</b>	
1201	05/01/24	71.63	Stamps, meeting room - replaces check 1200	George Hall
Online	05/01/24	44.42	Security Lights -utilities	City of Tallahassee
1202	05/04/24	20.00	Tractor fuel	Todd Chalus
1203	05/04/24	69.00	Tractor maintenance and road work	Todd Chalus
1204	05/08/24	2,472.52	Four truck loads base	Crowder
1205	05/10/24	47.63	Meeting room,	George Hall
1206	05/20/24	120.00	Road work and maintenance	Todd Chalus
1207	05/21/24	75.00	Grading	Mike Buckley
Online	06/03/24	44.06	Security Lights -utilities	City of Tallahassee
1208	06/10/24	618.13	Base for road	Crowder
1209	07/02/24	125.53	Coil, Fuel, grading	Mike Buckley
1210	07/02/24	182.00	One year P O Box	U S Postmaster
1211	07/17/24	957.05	Five loads of clay/sand, 32 hours	LCBCC
1212	07/03/24	302.35	Supplies, certified letters, library room rental	George Hall
Online	07/03/24	44.42	Security Lights -utilities	City of Tallahassee
1213	07/11/24	907.99	Liability insurance	Auto Owners Ins
1214	08/01/24	127.52	Grading, fuel	Todd Chalus
Online	08/09/24	44.06	Security Lights -utilities	City of Tallahassee
1215	08/20/24	48.00	Grading	Mike Buckley
1216	09/04/24	161.98	Grading, fuel	Mike Buckley
Online	09/03/24	44.42	Security Lights -utilities	City of Tallahassee
Online	10/04/24	44.42	Security Lights -utilities	City of Tallahassee
1217	10/03/24	192.90	Grading	LCBCC
1218	10/03/24	156.00	Leon County filings	George Hall
1219	10/07/24	158.58	Grading, fuel, cleaner	Todd Chalus
1220	10/16/24	140.42	Cut ditches, fill, grade, service tractor, etc.	Mike Buckley
Online	11/04/24	45.52	Security Lights -utilities	City of Tallahassee
1221	11/15/24	96.00	Drag Meridale, fuel	Mike Buckley
1222	12/05/24	179.52	Landscape fabric, library, meeting room	George Hall
Online	12/05/24	46.01	Security Lights -utilities	City of Tallahassee

10,529.60

6,737.92 Road maintenance

3,791.68 Administrative

10,529.60

**2025 Checkbook Reconciliation**  
**Source: Bank Statements**

	Deposits	Expenditures (Expenses)	Balance
<b>Beginning Balance</b>	3,960.57		3,960.57
January	0.13	(2,467.16)	1,493.54
February			1,493.54
March			1,493.54
April			1,493.54
May			1,493.54
June			1,493.54
July			1,493.54
August			1,493.54
September			1,493.54
October			1,493.54
November			1,493.54
December			1,493.54
Returned checks	0.00		
<b>Ending Balance</b>	<u>3,960.70</u>	<u>(2,467.16)</u>	<u>1,493.54</u>



**2025**  
**Reconciliation**  
**Source: Checkbook and Receipts**

Check #	Check Date	Check Amt	Description	Vendor/Payee
Online	01/02/25	45.61	Security lights	City of Tallahassee
1224	01/15/25	0.00	VOID	VOID
1225	01/15/25	2,047.89	Three loads base	Crowder
1226	01/25/25	117.70	Parts	O'Reilly
1227	01/30/25	198.50	2024 - 36.00, 2025 - 162.50	Mike Buckley
1228	01/30/25	57.46	Fuel, maintenance, parts	Mike Buckley

2,467.16 Total Expenditures

2,421.55 Road maintenance  
45.61 Administrative  
2,467.16

175.16 Tractor fuel, parts, maintenance  
198.50 Tractor drivers  
2,047.89 Road fill  
0.00 County grading  


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2,421.55

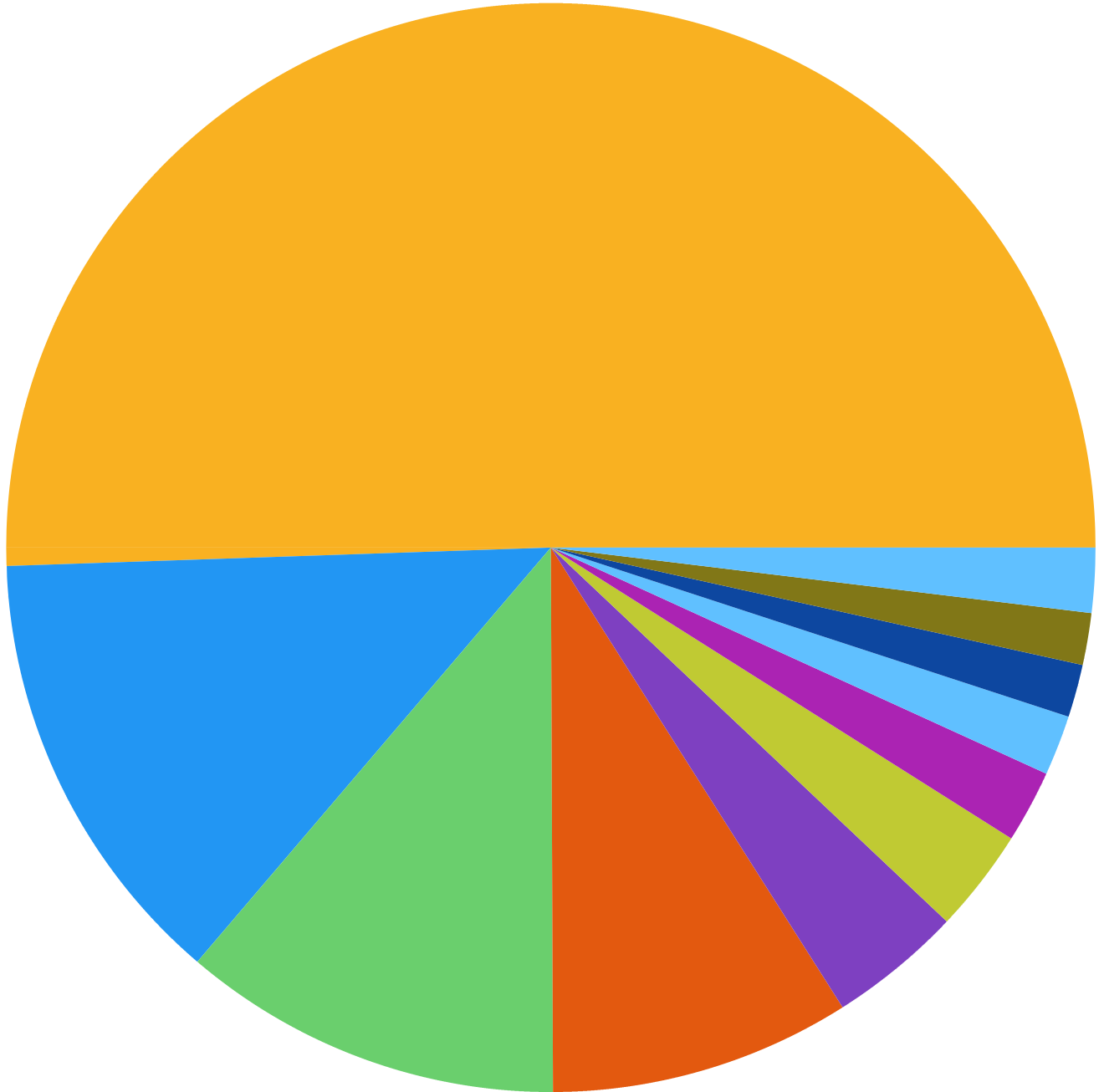
## 2024 Checkbook Reconciliation

Source: Bank Statements

	Deposits	Expenditures (Expenses)	Balance
<b>Beginning Balance</b>	4,533.46		4,533.46
January	200.57	(313.13)	4,420.90
February	0.39	(2,171.56)	2,249.73
March	1,800.31	(143.64)	3,906.40
April	4,740.72	(314.19)	8,332.93
May	950.92	(2,920.20)	6,363.65
June	700.77	(662.19)	6,402.23
July	1,560.63	(2,519.34)	5,443.52
August	0.67	(219.58)	5,224.61
September	0.62	(206.40)	5,018.83
October	0.57	(692.32)	4,327.08
November	0.37	(141.52)	4,185.93
December	0.17	(225.53)	3,960.57
Returned checks	0.00		
<b>Ending Balance</b>	<u>14,490.17</u>	<u>(10,529.60)</u>	<u>3,960.57</u>

# Spending by Category - Last 12 months

3/5/2024 through 3/4/2025



Supplies (Business):Road Base	\$5,138.54	50.54%
Road Grading:Leon County	\$1,342.85	13.21%
Road Grading:HoA	\$1,149.81	11.31%
Tractor:Insurance	\$907.99	8.93%
Bills & Utilities:Utilities	\$402.30	3.96%
Office Expenses (Business)	\$312.35	3.07%
Tractor:Service & Parts	\$219.09	2.16%
Postage and Delivery (Business)	\$182.00	1.79%
Fees & Charges:Lien Fees	\$159.13	1.57%
Prof and Legal Fees	\$156.00	1.53%

## Spending by Category - Last 12 months

3/5/2024 through 3/4/2025

3/4/2025

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Category	3/5/2024- 3/4/2025
Bills & Utilities	<b>402.30</b>
Utilities	402.30
Fees & Charges	<b>159.13</b>
Lien Fees	159.13
HOA	<b>146.89</b>
Admin Supplies	<b>146.89</b>
Meeting Rental	112.89
Stamps	34.00
Office Expenses (Business)	312.35
Postage and Delivery (Business)	182.00
Prof and Legal Fees	156.00
Road Grading	<b>2,492.66</b>
HoA	1,149.81
Leon County	1,342.85
Supplies (Business)	<b>5,138.54</b>
Road Base	5,138.54
Tractor	<b>1,176.60</b>
Gas & Fuel	49.52
Insurance	907.99
Service & Parts	219.09
<b>OVERALL TOTAL</b>	<b>10,166.47</b>