



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

BOARD MEMBER MEETING MINUTES JUNE 15, 2026

Call to Order: President George Hall convened the meeting at 6:50 PM, emphasizing the importance of maintaining decorum throughout the proceedings.

Attendance: A quorum was present. Participants are documented in the attached Board Member sign-in sheet attached to these minutes. The secretary was absent, so the president recorded the meeting and took notes.

Approval of Minutes: The minutes from the January 10, 2026, board meeting were read. Tina Mazanek proposed their acceptance as read, which was seconded by Kirby Brown. The motion was approved unanimously.

Discussion Items:

Officer Positions

The Vice President position is open or unclear; Beverly was nominated at the annual meeting but not confirmed.

As per our Bylaws, the Board selects the HOA's officers; the Board consists of 11 members: 7 board members and 4 officers.

Potential search for a new treasurer soon. Lori has been our treasurer and stated to the president that she would like to step down, but will hold off until there is a candidate willing to take on the responsibility with the Board's blessing. Volunteers encouraged, especially with financial experience.

Officer Certification

Under [Florida Statutes Section 720.3033](#), newly elected or appointed HOA board members must complete a 4-hour certification course through a state-approved education provider within 90 days of taking office. Members must also certify in writing that they have read the governing documents and will uphold their fiduciary duties.

Board Member Certification @ <https://onlinecamcourse.com/board-members> for \$49, reimbursed by the HOA

The certification is valid for **four years**. Directors must complete the course again every four years if they serve continuously.



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Officer Reports

Treasurer's Report:

The treasurer was absent; however, the president presented a Quicken report, a bank statement, and a reconciled quarterly report, which will be attached to the minutes.

The following bills are due:

Post Office Box \$196.00 for 12/month lease

Insurance for the tractor \$1,724. Previous year \$1,200. Unknown Directors' & Officers Liability ("errors and omissions") for \$464.00 extra

During the discussion of this bill, there was a suggestion to shop around for a better deal, and the board agreed that the president would contact the insurance company to better understand what this policy covers and why premiums have increased significantly over the past two years.

There were no other reports

Assessments and Liens

The president reported that a member has satisfied a lien placed on their property and remitted their assessment to the secretary. The assessment has been lifted and filed with the Leon Clerk of Courts.

There are 24 properties for which the assessment has not been remitted. The secretary and president will soon draft and send the third warning letter to the members. Next action: place liens on delinquent properties.

The president reinforced that these are not fees, and the formal term is assessment

There is now a drop box at the Secretary's driveway for assessments and any other unofficial correspondence.



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Matters about the Road

President Hall noted that 3.2 miles of dirt road require ongoing maintenance. Mike Buckley pointed out that the HOA's tractor lacks the heavy-duty equipment necessary for proper maintenance, especially on clay areas that need to be wet for effective grading.

Mike Buckley performed maintenance on the HOA tractor, estimated at \$500. The annual budget for tractor maintenance is \$1500, including fuel. Mike stated that the labor for the repairs is "Pro Bono" and only the parts were charged to the HOA. Mike also stated that fuel runs about \$4.50/gallon and the tractor consumed 8-10 gallons a month, roughly \$20.00 per refill.

The board recommended that hours used, fuel used, and maintenance performed be recorded and submitted to the secretary.

Road Easement and Improvements

The road easement starts from the center of the road then 30 feet toward the property. Discussion about the easement where there may be variability due to road shifting over the years.

Grading requires county involvement because of different materials on the road make it difficult for the HOA tractor to grade.

Road Assessment Participation

There was a discussion about the county taking over a portion of the road maintenance. The Board will move forward with obtaining signed easement agreements for the beginning of our neighborhood, as far and as contiguous as we can get. Mike Buckley will be the lead on this project and the Point of Contact.

Bylaws & Compliance Issues

There was a discussion about ByLaws and Covenants. In the upcoming board meetings, we will identify any issues that may need clarification or change in our controlling documents. Any changes made to the Covenants will need to be approved by the majority of members in next years annual membership meeting. All of our controlling documents are available on the Official WWHoA website: <https://wilkinsonwoods.org/>



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New Business

The Vice President position is open for nomination.

The board is looking for a finance officer.

If anyone is interested in these two positions, please attend the next Board meeting. Date and time listed below

There was a discussion about business operations with our neighborhood. Home-based businesses in Leon County must comply with [Florida Statutes Section 559.955](#), which prohibits local governments from treating home businesses differently from commercial operations, except for basic zoning, parking, and public safety rules.

According to [Florida Statutes § 559.955 \(2025\)](#), a home-based business must follow these specific conditions:

- **Employees:** Anyone working at the dwelling must also live there, except for up to two outside employees or independent contractors.
- **Traffic & Vehicles:** The business must not generate more vehicle trips than normally expected in a residential neighborhood. No more than one vehicle used for the business can be parked on the premises at any one time.
- **Nuisance:** Operations must not result in health hazards, loud noise, excessive vibration, or environmental impacts.
- **Parking:** All business-related vehicles must be parked off the street, specifically on a paved driveway or authorized parking area.
- **Taxes:** Home-based businesses are only subject to applicable Florida Statutes Section 559.955 local business taxes under Chapter 205.

There was a discussion about garbage burning.

There have been repeated complaints about neighbors burning household garbage, plastics, or other noxious materials that can impact residents with COPD. Reports to the fire department have been filed, but there is no strong enforcement in place. Specific nights and evidence were discussed, but there is some ambiguity about the exact source. The board recommends reporting all suspicious fires directly to the fire department for investigation.



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New Business (Cont.)

In Leon County, burning household trash, construction debris, and garbage is strictly and permanently prohibited by local solid waste and fire regulations. Additionally, the County

frequently enforces temporary, countywide burn bans—including bans on yard debris and burn barrels—due to severe drought conditions and elevated wildfire risks.

The specific regulations for waste disposal and burning in Leon County include:

Trash and Solid Waste: It is illegal to burn household garbage or construction debris in open piles or burn barrels at any time.

Permitted vs. Prohibited Open Burning: General open burning without authorization is illegal. During active burn bans, all open burning—including campfires, fire pits, bonfires, and yard debris—is completely suspended unless specifically authorized by the [Florida Forest Service](#).

Cooking: The use of gas, propane, charcoal, or electric grills and smokers is exempt from the bans, provided the fire is contained within the appliance, used solely for cooking, and continuously attended until extinguished.

Penalties: Violating local burn bans or illegal dumping ordinances can result in fines and other penalties.

For safe, legal disposal of household trash and yard waste, you can utilize the county's designated collection services and facilities. You can find drop-off locations and hours using the Leon County Solid Waste Management page or the City of Tallahassee Garbage and Recycling Services portal.

There was a discussion about animal control. Ongoing issues with stray Chihuahuas; now resolved by the animal shelter. Animal control set traps; the last two were picked up last week

Bylaw: law applies, default to county rules; “nuisance animal” provision

Old Business

No Old business was brought up for discussion other than what was discussed above.



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Scheduling Next Board Meeting

The next Board Meeting was proposed for Monday, September 14th, 6:45 pm, seconded and approved unanimously by the board

Board Action Items

The Board's ongoing Tasks include:

- Gather signed easement agreements, especially for the front sections of the road
- Officers to follow up with unpaid assessments and liens
- Investigate line-item increase in insurance, seek competitive offers if needed
- Follow up on all unpaid assessments – issue warning letters and pursue liens
- Ensure all board members complete and file certifications
- Review association bylaws for potential revisions/amendments
- Encourage volunteers for vice president and treasurer roles

President Hall concluded the meeting at 7:30 PM. The motion to adjourn, seconded, was approved, and the meeting was officially adjourned.

George Hall
President



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BOARD MEMBER SIGN IN

DATE: 15 June 2026

PRINTED NAME	POSITION ON BOARD	EMAIL/CONTACT INFORMATION	SIGNATURE
George Hall	PRESIDENT	georgehall@earthlink.net	
Mike Buckley	Donor Member	bucklmy7713@gmail	
TINAMAZANEK	MEMBER AT LARGE	tmazanek@aol.com	
Kirby Brown	member at large	6pugsforme@gmail.com	
Dana Fields	Member		
Tony Klot	member	tonyklot77@gmail	
Michael Keith	Member	michael.keith777@gmail.com	

VERIFIED BY:

SECRETARY SIGNATURE: _____

PRESIDENT SIGNATURE:  _____

Spending by Category - Quarter To Date

4/1/2026 through 6/14/2026

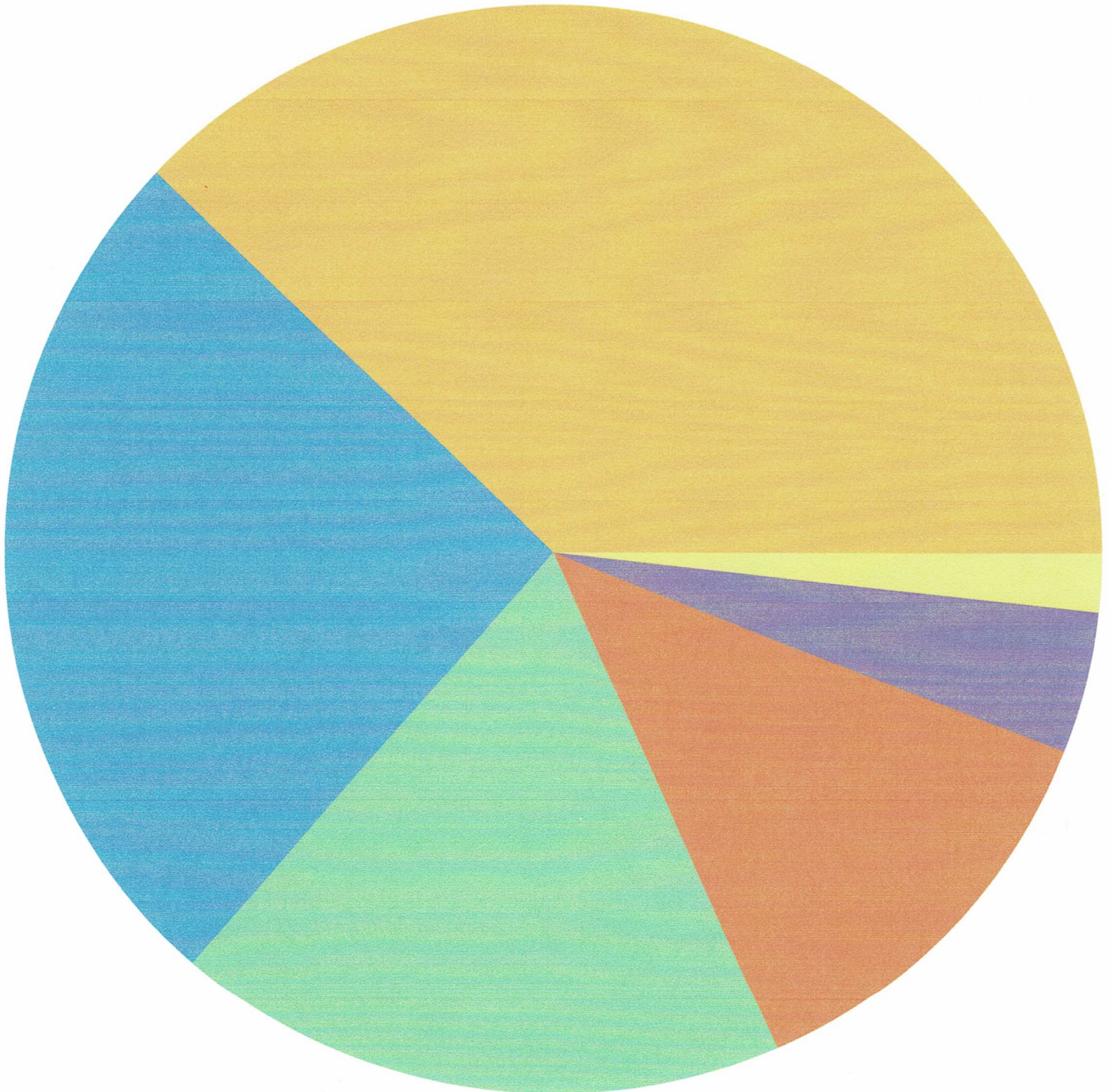
6/14/2026

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Category	4/1/2026- 6/14/2026
Bills & Utilities	142.54
Utilities	142.54
Misc. Expense (Business)	49.00
Road Grading	506.08
HoA	209.50
Leon County	296.58
Tractor	457.29
Gas & Fuel	20.00
Service & Parts	437.29
OVERALL TOTAL	1,154.91

Spending by Category - Quarter To Date

4/1/2026 through 6/14/2026



	Tractor:Service & Parts	\$437.29	37.86%
	Road Grading:Leon County	\$296.58	25.68%
	Road Grading:HoA	\$209.50	18.14%
	Bills & Utilities:Utilities	\$142.54	12.34%
	Misc. Expense (Business)	\$49.00	4.24%
	Tractor:Gas & Fuel	\$20.00	1.73%

4/1/2026 through 6/14/2026

6/14/2026

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 3/31/2026								2,299.75
4/7/2026	XXXX BUSI...	1260	S Check 1260		Tractor:Gas & Fuel		c	-20.00
				Mike Buckley	Road Grading:HoA		c	-104.00
4/10/2026	XXXX BUSI...		Deposit	DEPOSIT	HOA Assessment (Annual)		c	2,200.00
4/14/2026	XXXX BUSI...	S	Deposit	Estoppel - Brookshire	Other Income (Business)		c	250.00
				Brookshire	HOA Assessment (Annual)		c	100.00
				Morales 7760 Meridale	HOA Assessment (Annual)		c	100.00
					HOA Assessment (Annual)		c	1,150.00
4/23/2026	XXXX BUSI...		Deposit	DEPOSIT	HOA Assessment (Annual)		c	1,600.00
4/30/2026	XXXX BUSI...		Interest	INTEREST PAYMENT	Interest Inc		c	0.20
4/1/2026 - 4/30/2026								5,276.20
BALANCE 4/30/2026								7,575.95
5/1/2026	XXXX BUSI...		City	AC-CITY OF TALL-UTL-BILLP...	Bills & Utilities:Utilities		c	-94.61
5/5/2026	XXXX BUSI...	1262	Check 1262	CHECK	Road Grading:HoA		c	-105.50
5/6/2026	XXXX BUSI...	S	Deposit	Estoppel	Other Income (Business)		c	250.00
				6 Lots 2026	HOA Assessment (Annual)		c	600.00
5/26/2026	XXXX BUSI...	S	Deposit	6 lots	HOA Assessment (Annual)		c	600.00
5/26/2026	XXXX BUSI...	1264	Check 1264	CHECK	Tractor:Service & Parts		c	-437.29
5/31/2026	XXXX BUSI...		Interest	INTEREST PAYMENT	Interest Inc		c	0.34
5/1/2026 - 5/31/2026								812.94
BALANCE 5/31/2026								8,388.89
6/3/2026	XXXX BUSI...	1263	Check 1263	CHECK	Road Grading:Leon County		c	-296.58
6/3/2026	XXXX BUSI...	1261	Check 1261	CHECK	Misc. Expense (Business)		c	-49.00
6/5/2026	XXXX BUSI...		City	AC-CITY OF TALL-UTL-BILLP...	Bills & Utilities:Utilities		c	-47.93
6/7/2026	XXXX BUSI...		Interest	INTEREST PAYMENT	Interest Inc		c	0.08
6/1/2026 - 6/14/2026								-393.43
BALANCE 6/14/2026								7,995.46
OVERALL TOTAL								5,695.71
TOTAL INFLOWS								6,850.62
TOTAL OUTFLOWS								-1,154.91
NET TOTAL								5,695.71



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PO BOX 884
WOODVILLE FL 32362

06/07/26
*****7501
IMAGES 2
CYCLE-031

This interim statement is being sent as part of our system conversion. The service charges have been waived and any applicable interest has been calculated and paid through Sunday June 7, 2026. Your next statement will be sent as scheduled and will include normal service charges and any additional interest, if applicable.

*** CHECKING *** 1492 ASSOC NOW
ACCOUNT NUMBER 0310057501
PREVIOUS STATEMENT BALANCE AS OF 05/31/26 8,388.89
PLUS 1 DEPOSITS AND OTHER CREDITS08
LESS 3 CHECKS AND OTHER DEBITS 393.51
CURRENT STATEMENT BALANCE AS OF 06/07/26 7,995.46
NUMBER OF DAYS IN THIS STATEMENT PERIOD 7

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
1261	06/03	49.00	1263*	06/03	296.58			

CHECKING ACCOUNT TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
06/05	AC-CITY OF TALL-UTL-BILLPAY NAME-WILKINSON WOODS HOA ID-CITY OF TALLAHA	47.93	
06/07	INTEREST PAYMENT		.08

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
05/31	8,388.89	06/03	8,043.31	06/05	7,995.38	06/07	7,995.46

PAYER FEDERAL ID NUMBER..... 71-0009885
INTEREST PAID YEAR TO DATE..... .95

WILKINSON WOODS HOME OWNERS ASSOC ®-275/200 1261
PO BOX 884
WOODVILLE, FL 32362
DATE 04/18/26
PAY TO Jina Margarek \$ 49.00
THE ORDER OF Forty nine and 20/100 DOLLARS
MEMO DOPR class
Free Checking
MICR: ⑆082902757⑆ 0310057501⑆ 1261

06/03/2026 1261 \$49.00

WILKINSON WOODS HOME OWNERS ASSOC ®-275/200 1263
PO BOX 884
WOODVILLE, FL 32362
DATE 05/20/26
PAY TO LCBA \$ 296.58
THE ORDER OF Two hundred ninety six and 58/100 DOLLARS
MEMO shs grading
Free Checking
MICR: ⑆082902757⑆ 0310057501⑆ 1263

06/03/2026 1263 \$296.58

STATEMENT RECONCILIATION

WRITE US AT P.O. Box 966, Conway AR, 72033 or call 888-372-9788 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt.

We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.

- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will recredit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company you can call us at 888-372-9788 to find out whether that deposit has been made.

MONTH _____ **20** _____

**BALANCE AS OF
THIS STATEMENT** \$ _____

**PLUS DEPOSITS
NOT CREDITED ON
THIS STATEMENT (+) \$ _____**

TOTAL (=) \$ _____

**LESS TOTAL OF
OUTSTANDING
CHECKS** (-) \$ _____

BALANCE (=) \$ _____

THIS SHOULD AGREE WITH YOUR CHECKBOOK BALANCE AFTER ENTERING IN YOUR CHECKBOOK ALL CHARGES, DEDUCTIONS AND INTEREST CREDITED SHOWN ON THIS STATEMENT.

USE THIS FORM
TO BALANCE YOUR CHECKBOOK
WITH YOUR STATEMENT

OUTSTANDING CHECKS OUTSTANDING CHECKS

[illegible]

IF YOUR ACCOUNT DOES NOT BALANCE, PLEASE CHECK THE FOLLOWING CAREFULLY:

- ☐ HAVE YOU ENTERED THE AMOUNT OF EACH CHECK IN YOUR CHECKBOOK CORRECTLY?
 - ☐ HAVE YOU DOUBLE-CHECKED THE ADDITIONS AND SUBTRACTIONS IN YOUR CHECKBOOK?
 - ☐ ARE ALL DEPOSIT AMOUNTS, INCLUDING INTEREST, ENTERED IN YOUR CHECKBOOK THE SAME AS SHOWN ON THIS STATEMENT?
 - ☐ HAVE YOU BROUGHT THE CORRECT BALANCE FORWARD FROM ONE CHECKBOOK PAGE TO ANOTHER?
 - ☐ HAVE ALL CHARGES BEEN DEDUCTED FROM YOUR CHECKBOOK?
 - ☐ HAVE ALL CHECKS WRITTEN AND OTHER WITHDRAWALS BEEN DEDUCTED FROM YOUR CHECKBOOK?

PLEASE ADVISE OF ANY CHANGES OF ADDRESS OR STATEMENT IRREGULARITY WITHIN 10 DAYS.