

# LINENE WOODS HOMEOWNERS ASSOCIATION

## NOTICE OF ANNUAL MEETING

THURSDAY, JANUARY 30, 2020 6:30 pm

SEALEY ELEMENTARY SCHOOL

The annual meeting of the Linene Woods Homeowners Association (LWHA) will be held on Thursday, January 30, 2020, at 6:30 pm in the media center of Sealey Elementary School, 2815 Allen Road. [NOTE CHANGE OF LOCATION AND START TIME FROM PRIOR YEARS.] The agenda appears below.

**Attachments.** Attached for your review prior to the meeting are the 2019 annual meeting minutes, the 2019 summary of income and expenses, the proposed 2020 budget, and the ballot for the board of directors. The attachments are also available at [www.linenewoods.org](http://www.linenewoods.org). Please bring the attachments with you to the meeting. Additional copies will not be made available because of copying costs. Also, attached is a proxy for those who will be unable to attend.

**Significant Agenda Topics.** The following topics will be considered during the meeting:

- 2020 Budget
- Update on Neighborhood Activities
- Election of Board
- Guest Speaker – Robert McGarrah, General Manager City of Tallahassee Utilities

**Dues:** Dues are set at \$165 but the board voted to rebate \$5 this year, reducing the dues amount to \$160. Dues may be paid at the meeting and are payable no later than April 1.

**Check the website regularly:** Please check the website ([www.linenewoods.org](http://www.linenewoods.org)) regularly for updates and activities.

**Contact Information:** Using e-mail for notices helps reduce printing and distribution costs. If we do not have your e-mail address, please send it to [admin@linenewoods.org](mailto:admin@linenewoods.org). Only phone numbers, not e-mail addresses, are included in the directory. If you are aware of any corrections to the LWHA Directory, please contact Claire Mazur.

**Agenda:**

- Call to Order
- Guest Speaker
- Approval of 2019 Annual Meeting Minutes
- Treasurer's Report
- Approval of Proposed 2020 Budget
- Board and Committee Reports
- Old Business
- New Business
- Election of Officers and Directors for 2020
- Adjournment

# **LINENE WOODS HOMEOWNERS ASSOCIATION**

## **2019 ANNUAL MEETING MINUTES**

**January 24, 2019**

Pursuant to notice duly given and a quorum being present (including proxies), the annual meeting of the Linene Woods Homeowners Association was held on January 24, 2019 at 7:00 pm the FSU Credit Union, 3206 Sharer Road, Tallahassee

### **CALL TO ORDER**

The meeting was called to order by President Bill Needham at 7:07 p.m.

### **NEIGHBORHOOD UPDATE**

Bill reported that it was an interesting year for the neighborhood. In October 2018 we completed the revitalization (renewal) of the Covenants & Restrictions, which removes any questions as to their enforceability. In addition, the neighborhood went through Hurricane Michael and at least 12 neighborhood homes suffered tree-fall damage during the storm and some repairs are still underway. Neighbors responded to help with clean up and street clearing but the loss of power for about a week was stressful. The Locksley entrance sign was heavily damaged after being struck by a drunk driver (not a neighborhood resident). The driver's insurance covered the cost of repairs.

There was more home sales activity in the neighborhood in the past six months than in previous years. Three sales were completed in the last quarter of 2018 and two more are about to close. Asking prices have increased in recent years. There are two houses and one lot for sale. New construction is expected on the vacant lot on Castleton Circle and at the lot on Nottingham Drive.

### **GUEST SPEAKER**

County Commissioner Rick Minor, whose district includes Linene Woods, spoke to homeowners at the annual meeting and emphasized his availability. He said he wanted to make county government both transparent and available and he provided his personal phone number (850-445-1914) so that citizens could contact him directly. In the discussion time, several concerns were voiced including street lighting, street trash (throughout the county), and coordination of communication between city and county; Commissioner Minor took note of those.

### **APPROVAL OF 2018 ANNUAL MEETING MINUTES**

The minutes of the 2018 Linene Woods Homeowners Association annual meeting had been previously distributed via email, letter and posted on the LWHA website. The minutes were accepted as presented.

### **TREASURER'S REPORT**

Treasurer Claire Mazur presented the 2018 report of expenses (the report had previously been distributed via email and letter). The 2018 expenses of \$22,800 were over budget overall, due to unforeseen expenses related to covenants revitalization. Cash on hand totaled \$2,468, plus a contingency account balance of \$18,527.25. The treasurer's report was accepted.

### **APPROVAL OF PROPOSED 2019 BUDGET**

Treasurer Claire Mazur presented the proposed 2019 budget of \$18,100, based on \$150 per lot income. The board voted to provide a \$15 rebate, reducing 2019 dues from \$165 to \$150. The budget includes funding for common area water and lighting, liability insurance, street cleaning, island maintenance and beautification, and other expenses. A motion was approved to accept the budget as presented.

## REPORTS

Board Meetings - Bill said that the board will continue to hold meetings at least three times and homeowners will have notice in case they wish to attend. Additional meetings could always be held if necessary.

Maintenance – Island maintenance was handled under contract with Pro One. Committee chair Jim Mann reported that reconfiguration of the island sprinkler systems is being looked at as a way to avoid continuing damage to sprinkler heads. He said that they will also continue to refill the dog waste stations

Architectural Review – The committee will be reviewing the new construction plans for Nottingham Drive as well as any submissions from neighbors.

## OLD BUSINESS

No old business reported.

## NEW BUSINESS

Appreciations - Several homeowners were recognized for their contributions to the neighborhood: Kim & Steve Pisano for hosting the neighborhood get-togethers; Jo Ann & John Quarrier for placing holiday decorations at the entries; Jim Mann & Steve Koebel for their work on maintaining the island sprinkler systems; Charlie Hofacker for maintaining the web site; Claire Mazur for her work as secretary-treasurer. And everyone who helped with the storm cleanup; special thanks to Clay Culpepper and Miller Tree Service.

## ELECTION OF OFFICERS

Bill presented the proposed board members for 2019. Agreeing to serve were: Bill Needham, president, Claire Mazur, secretary-treasurer, Martin Balinsky, Clay Culpepper, Patrick Flemming, Jim Mann, and Randy Winton. It was moved, seconded and approved to accept the proposed board.

## ADJOURNMENT

With no further business, it was moved, seconded and approved to adjourn the meeting at 7:50 p.m.

Claire Mazur  
Secretary-Treasurer

# LINENE WOODS HOMEOWNERS ASSOCIATION

## Treasurer's Report as of December 31, 2019

<b>CATEGORY</b>	<b>2019 Actual</b>	<b>2019 Budget</b>	<b>Comments</b>
Carryover from 2019	\$647	\$720	
Transfer from contingency account	\$0	\$1,100	
Dues received	\$16,200	\$16,200	<i>Based on \$150/lot</i>
Interest	\$94	\$100	<i>All accounts</i>
Other	\$10	\$0	
<b>TOTAL INCOME</b>	<b>\$16,951</b>	<b>\$18,120</b>	
<b>OPERATING EXPENSES</b>			
Supplies	\$22	\$300	
Maintenance & Beautification	\$7,574	\$9,500	
Utilities	\$6,772	\$6,900	
Misc./Insurance/Taxes	\$1,195	\$1,400	
<b>TOTAL EXPENSES</b>	<b>\$15,563</b>	<b>\$18,100</b>	
FSUCU regular checking (12/31)	\$1,388		
Main share account	\$5.12		
Contingency account balance (12/31)	\$18,610		

# LINENE WOODS HOMEOWNERS ASSOCIATION

## Proposed 2020 Budget

CATEGORY	2019 Budget	2019 Actual	2020 Proposed	Comments
Carryover from prior year	\$720	\$647	\$1,388	
Transfer from contingency	\$1,100	\$0	\$0	
<b>INCOME</b>				
Dues	\$16,200	\$16,200	\$17,280	<i>2020 Based on \$160/lot</i>
Interest	\$100	\$94	\$100	<i>All accounts</i>
Other		\$10		
<b>TOTAL INCOME</b>	<b>\$18,120</b>	<b>\$16,951</b>	<b>\$17,380</b>	
Available Funds			\$18,768	
<b>EXPENSES (rounded)</b>				
Supplies, postage, copies	\$300	\$22	\$300	
Maintenance & Beautification	\$9,500	\$7,574	\$9,400	
Utilities	\$6,900	\$6,772	\$7,000	
Misc./Insurance/Taxes	\$1,400	\$1,195	\$1,400	
<b>TOTAL EXPENSES</b>	<b>\$18,100</b>	<b>\$15,563</b>	<b>\$18,100</b>	
<b>Transfer to Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450</b>	

# **LINENE WOODS HOMEOWNERS ASSOCIATION**

## **PROPOSED BALLOT FOR BOARD OF DIRECTORS**

The following homeowners have agreed to serve as directors of the Association for the year 2020:

Martin Balinsky (Locksley)

Clay Culpepper (Nottingham)

Patrick Flemming (Locksley)

Jim Mann (Nottingham)

Claire Mazur, Secretary-Treasurer (Dartmoor)

Bill Needham, President (Dartmoor)

Randy Winton (Rutland)

# LINENE WOODS HOMEOWNERS ASSOCIATION

## PROXY

I, \_\_\_\_\_ (print name), a property owner in Linene Woods, do hereby appoint \_\_\_\_\_, or (if left blank) the LWHA Board of Directors as my proxy with power of substitution for me, and in my name, to vote as my proxy at the Annual Meeting of the LWHA to be held at 6:30 p.m., January 30, 2020, in Tallahassee, Florida, or at any continuation thereof, with all powers which I would possess if personally present. This proxy is effective only for the specific meeting for which it is given and automatically expires 60 days after the date of the meeting for which it was given. This proxy is revocable at any time at the pleasure of the person who executes it.

I hereby indicate my approval or disapproval of the following matters:

o ITEM	APPROVE	DISAPPROVE
Secretary's report of 2019 annual meeting		
Treasurer's report of 2019 expenses		
Proposed 2020 budget		
Ballot of 2020 board of directors		

Dated this \_\_\_\_\_ of January 2020.

Signature \_\_\_\_\_

Address \_\_\_\_\_

**NOTE:** If you own multiple lots, please check here: [ ]

- If you have appointed the Board of Directors as your proxy, please return the signed proxy by mail, email ([admin@linenewoods.org](mailto:admin@linenewoods.org)), or in person to Claire K. Mazur, Secretary-Treasurer, 3319 Dartmoor Drive, by 5 p.m. on January 30, 2020. If you have appointed a neighbor as your proxy, please have that person bring this proxy to the Annual Meeting.