

WEDGEWOOD OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS MEETING

Annual Meeting December 12, 2019 10:00 a.m.

AGENDA

**The Annual General Membership Meeting
of the Wedgewood Owners' Association, Inc. will be held:**

**Caper Room in the Atrium
of the Sun City Center Community Association
Thursday, December 12, 2019**

**Sign in and Social Time 9:00 a.m. - 10:00 a.m.
General Meeting 10:00 a.m. - 11:30 a.m.**

**IMPORTANT - PLEASE READ
Amendment Votes to be Taken at Annual Meeting**

AGENDA

1.	President Calls the Meeting to Order
2.	Secretary Certifies the Proof of Notice
3.	Secretary Verifies "Roll Call" (sign in) and the Determination of Quorum
4.	President's Remarks & Welcome New Residents
5.	President Minutes of the 2018 Annual Meeting
6.	Treasurer's Report and Presentation of 2020- Annual Budget
7.	Architectural Control Committee Report
8.	Secretary: Vote on Amended and Restated By-Laws to conform with DCR
9.	Secretary: Vote on Amended and Restated Articles of Incorporation to conform with DCR
10.	President: Nominations for Board of Directors/Open Nominations From the Floor
11.	President: Election of Directors
12.	Age Certification
13.	Members Comments and Concerns
14.	Adjournment

**WEDGEWOOD OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS
MEETING MINUTES**

October 18, 2019 at 2:00 pm at Ken Buckel's 2048 Berry Roberts Drive

The meeting was called to order at 2:05 p.m. by Gloria Smith. Present were Ken Buckel (Secretary), Marilyn Wilson (Treasurer), Gloria Smith (Director), Sharon Buckel (Chair of the Hospitality Committee) Bill Regis, and Jack Ward (ACC members).

Secretary's Report:

Buckel certified that the notice had been posted on the bulletin board and website in accordance with FS 720 by President Rebecca Scaringe. Wilson moved and Smith seconded that the minutes of the September 20, 2019, meeting be approved. Motion passed unanimously.

President's Report & Member Comments & Concerns:

Wilson presented the President Report on behalf of Scaringe. Dogs not on leases were reported to the Board. A letter was sent to the owner of the dogs with a copy of the HOA Rules which state animals must be on leashes. Buckel and Smith stated that it is not the first priority of homeowners to contact the Board with issues between neighbors – they need to talk to the neighbor and take other means as necessary i.e. calling Animal Control, etc. The Board is not the police of the neighborhood which is why in the past they wanted outside Management to handle similar situations, which is very costly.

The CA sent out a request to participate in a bonus for CA employees. Scaringe reminded the Board that at last year's annual meeting a request had been made to donate to various causes and because we cannot donate to all, the Board indicated individuals could donate as they wish. It was moved by Wilson and seconded by Smith to not participate in the CA Bonus request. Motion passed unanimously.

Treasurer's Report: Wilson presented the September Financial Report.

The only income and expenses to date were:

Expenses: \$23.81 for supplies (large storage totes to keep the records of the HOA protected)

The amount in each fund was:

General Fund	\$12,384.28
Contingency Fund	\$5,757.62
Covenant Contingency Fund	\$1,220.06
Berry Roberts Lake Fund	\$574.34
Party Fund (not part of budget)	\$735.87

As of September 30, 2019 total funds on deposit were \$20,672.17.

Smith moved and Buckel seconded that the September 2019 Financial Report be accepted. It passed unanimously.

Committee Reports:

Architectural:

There is a roof that needs to be cleaned and Regis and Ward will follow up on that one. It may have been missed in the prior ACC mailings. Most of the issues have been resolved by the homeowners.

Hospitality:

Thinking of you card was sent to Gail Dudley and a sympathy card to Darlene Craig on the passing of Jack Craig.

Social:

October 6 – 3:00 pm – 6:00 pm Fall Event at Community Hall was well attended. Beckee Ledford and Margo Lee agreed to be Co-Chairs for 2020.

December 4 – 5:30 pm Holiday Party, Fiore's. Invitations handed out with the Annual Meeting Packets.

Website:

Scaringe gave the administrator password to Jerri Garretson. Buckel was advised to do no more research until Garretson reports back.

Old Business:

Age Certification – Scaringe filed document with the State October 7, 2019. We have 75 out of 84 licenses documented to date. Board members will try to obtain the missing ones when they deliver annual meeting packets.

Annual Meeting – Ken and Sharon Buckel prepared the annual meeting notices, attachments, and blue books for distribution. The board will distribute these as soon as possible, but no later than Nov. 25. If the annual meeting notices cannot be delivered in person, they will be mailed, but the blue books will be held until the owners return. Approximately 30 people have signed up to attend the meetings which start Monday, October 28, 2019.

BEFORE THE MEETING (SECRETARY):

- ⑩ Make up draft of annual meeting notice to homeowners for September board meeting. Include:
 1. Front page with meeting announcement, Agenda and Dues notices **BUCKEL - DONE**
 2. Minutes of the previous year's annual meeting **BUCKEL - DONE**
 3. Previous year's budget **BUCKEL - DONE**
 4. Call for board candidates (if needed or this has not been done another way). **AUG. LETTER**
 5. Wedgewood directory (It is the secretary's responsibility to be sure this is kept up to date, or his or her assistant) **BUCKEL - DONE**
 6. Proxy (MUST BE INCLUDED and follow legal requirements) **BUCKEL - DONE**
- ⑩ Post notice of the annual meeting at the "fort" (pumping station at the intersection of New Bedford Drive and Deep Lake Lane) between 60 and 14 days prior to the meeting. **SCARINGE WILL DO**
- ⑩ Post call for board candidates at the fort between 60 and 14 days prior to the meeting (can be included with the notice above). **AUGUST LETTER – DONE**
- ⑩ Put call for board candidates on website any time after the September board meeting. **AUG. LETTER DONE**
- ⑩ Make up the final version of the annual meeting notices/packets to homeowners immediately prior to the October board meeting. Make at least 86 copies (84 needed for homeowners, one for secretary's book).

BUCKEL - DONE

- ⑩ Make delivery routes, dividing annual meeting packets by the number of routes (as many board members as can do the in-person delivery) and create the signature sheets for each route. **DONE**
- ⑩ Make up the sheet of candidate bios in time for the annual meeting: 40 copies **BUCKEL-DONE**
- ⑩ Make up the ballots in time for the annual meeting: **BUCKEL WILL DO**
- ⑩ ONE sheet ballot if there are voting issues in addition to the board election. **BUCKEL WILL DO**
- ⑩ Deliver any undelivered annual meeting notices/packets (see below). Some may have to be mailed or emailed. **BUCKEL WILL DO ONCE IT IS DETERMINED UNDELIVERED PACKETS**
- ⑩ Make up the sign-in sheets for the meeting, in order to determine whether a quorum is present. These must be filed in the secretary's notebook and kept. **BUCKEL - DONE**
- ⑩ Make up Affidavit of Mailing/Delivery for the Annual Meeting Notices/packets and insure that it is notarized and signed, and filed in the notebook after deliveries have taken place. **BUCKEL WILL DO**

DELIVERY OF ANNUAL MEETING NOTICES (ALL BOARD MEMBERS): SCARINGE, WILSON, BUCKEL, SMITH

- ⑩ Beginning no more than 60 days before the annual meeting date, begin delivering the annual meeting packets IN PERSON and obtaining a signature of a resident for each packet delivered.
- ⑩ Complete delivery of all assigned packets no later than 14 days before the annual meeting. The Board set the deadline for November 25, 2019, this year.
- ⑩ As requested by the secretary, return any undelivered packets and the signature sheets to the secretary either at the November board meeting or at whatever time and place the secretary has specified.
- ⑩ Be sure to offer each resident the opportunity to sign a Proxy and explain the meeting and the Proxy to new residents.
- ⑩ **FOR THIS YEAR**, also deliver the new Blue Books and have the receipt signed.
- ⑩ When there is an additional issue on the ballot to be voted on at the meeting, be sure to discuss this with each person and request their attendance or Proxy.

BEFORE THE MEETING (ASSIGNED BOARD MEMBER):

- ⑩ Take a pound of **decaf** coffee to Community Association prior to meeting, with request for the time to have coffee ready. (CA maintenance must start the coffee pot.) **SCARINGE**
- ⑩ Order donuts from Publix or Winn Dixie at least one day ahead, 4 dozen plus donut holes. **SCARINGE**
- ⑩ Find out who has the box of creamer, sweetener, napkins, plates, spoons and cups and be sure he or she will bring them. **SCARINGE -DONE**

MORNING OF THE MEETING (ASSIGNED BOARD MEMBER):

- ⑩ Pick up donuts **SCARINGE**

BRING TO THE MEETING (SECRETARY):

- ⑩ Member Sign-in Sheets **BUCKEL**
- ⑩ Pens (at least 12) **BUCKEL**
- ⑩ Candidate bio sheets **BUCKEL**
- ⑩ Ballots **BUCKEL**
- ⑩ Secretary's book (including copy of annual meeting notice) **BUCKEL**
- ⑩ Paper for adding up ballots **BUCKEL**
- ⑩ Homeowner Red Rules Book **BUCKEL**
- ⑩ Florida Homeowners Association book **BUCKEL**
- ⑩ Certificates to be presented, if any (or president, if he or she has them) **BUCKEL**
- ⑩ Extra Proxy forms (at least 5) **BUCKEL**
- ⑩ Copies of meeting agenda if needed **BUCKEL**
- ⑩ Secretary's Resource Book for reference if needed **BUCKEL**

BRING TO THE MEETING (ASSIGNED BOARD MEMBERS)

- ⑩ Donuts **SCARINGE**
- ⑩ Box with tea, creamer, sweetener, napkins, plastic spoons, plates. **Scaringe**
- ⑩ Pot to heat water for tea if desired. (Marilyn Wilson has one she is willing to lend if no board member has one) **WILSON**

BRING TO THE MEETING (TREASURER)

- ⑩ Budget (copies for attendees): place on back table with refreshments. **WILSON**
- ⑩ Check-in sheets for checks presented by members in payment of dues **WILSON**
- ⑩ Container for checks **WILSON**

AT THE MEETING PLACE BEFORE MEMBERSHIP ARRIVES (SECRETARY); 8:00 a.m.

- ⑩ Lay out member sign in sheets and pens across the front table. **BUCKEL**
- ⑩ Provide one pen per sign-in sheet **BUCKEL**
- ⑩ Count out the number of ballots needed for each sign-in sheet and place them above the sheet but a bit higher so that the board members assisting with sign-in can control handing them to the residents. **BUCKEL**
- ⑩ Place bio sheets on the back table with the refreshments **BUCKEL DONE INCL. WITH PACKETS**
- ⑩ Be sure to get copies of the budget and Architectural Committee report for the notebook and next year's annual meeting packet. **REGIS**
- ⑩ Be sure to keep one of everything that is handed out so they can be placed in the secretary notebook. Get a second one if you want a personal copy **BUCKEL**

AT THE MEETING PLACE BEFORE MEMBERSHIP ARRIVES (ASSIGNED BOARD MEMBERS): 8:00 a.m.

- ⑩ Be sure that maintenance has turned on the coffee pot. If not, find the person responsible. We are not allowed to do it. **SCARINGE**
- ⑩ Set up pot with water for tea and turn it on if providing tea. **WILSON**
- ⑩ Set up donuts **SCARINGE AND SMITH**
- ⑩ Set up tea, creamer, sweeteners, napkins, plastic spoons and plates **SCARINGE AND SMITH**
- ⑩ Turn on the sound system (light switch on wall by wall console at the front of the room). Maintenance will come in and assist at some point. **SMITH**
- ⑩ Get microphone and stand from the podium. Mike turns on with a switch on the bottom of it. Test it. **SMITH**

MEMBER SIGN-IN (SECRETARY AND ASSIGNED BOARD MEMBERS):

Members begin arriving around 8:50 a.m., or about ten minutes before sign-in time.

- ⑩ Have one board member (or assistant from the community) to watch and assist with each 2 sign-in sheets. **BUCKELS – K & S**
- ⑩ Two people from one property = one homeowner present. One ballot per home. If two owners from one property are present, they both sign in, but only one is designated as a voter and they only get one ballot. **BUCKELS – K & S**
- ⑩ When they sign in, they get their ballots. **BUCKELS – K & S**
- ⑩ If they bring a proxy, they sign in for that person and put their name under "Proxy" and they get a ballot for that person. **BUCKELS – K & S**
- ⑩ Check "Voter," "Present," "Ballot" as appropriate. **BUCKELS – K & S**
- ⑩ A person with a Proxy gets the ballot, but if the homeowner who gave the Proxy shows up, take ballot away from the Proxy and give it to the homeowner. Cross out "Proxy" on the sign-in sheet, check "Voter," and have the homeowner sign in. **BUCKELS – K & S**
- ⑩ Add up those present and proxies to see if a quorum exists, a quorum for that vote requires at least 26 households represented in person or by Proxy, and a 75% majority of those present to pass. It is the responsibility of the secretary to determine whether a quorum is present. If the secretary can keep track of sign-ins as they are ongoing, a quorum can be certified as soon as at least 28 households are represented. The Bylaws still require 28 households for a quorum to hold a meeting as of this writing. **BUCKELS – K & S**

CALLING THE MEETING TO ORDER (PRESIDENT & SECRETARY):

“Roll call” is actually the sign in. The president asks the secretary if a quorum is present and calls the meeting to order at the meeting time if a quorum is present. If not, no official business can be transacted. **SCARINGE**

DURING THE MEETING:

- ⑩ Minutes of the last meeting (Secretary): don't read them. Note that they got the minutes with their annual meeting notices and ask if they can be approved. Must be moved and seconded. **BUCKEL**
- ⑩ Treasurer's Report (Treasurer): call attention to budget sheets on back table if members didn't pick them up. Explain budget and ask for comments or questions. **WILSON**
- ⑩ Architectural Committee Report (head of committee, or representative if he or she cannot attend): This is a report only and the committee chair explains it. **REGIS**
- ⑩ Be sure to get the names of those who move and second any motions and note the result of any vote.
- ⑩ Any other committee reports (Social (**WAKEMAN, LEDFORD**), Hospitality (**S. BUCKEL**), Website

ELECTION OF BOARD MEMBERS (occurs at each annual meeting, with either 2 or 3 positions open):

- ⑩ Announce number of positions open and introduce the candidates. They come to front of the room and can talk to the membership about why they are running and what they would like to achieve. **SCARINGE**
- ⑩ President of the board calls for nominations from the floor. **SCARINGE**
- ⑩ If there are no nominations from the floor and the number of candidates running is the same number as the positions open, **a homeowner or member of the board can move that nominations be closed, balloting be dispensed with, and the secretary be directed to cast one vote for the association. This must be moved, seconded and voted upon by the membership.** **SCARINGE and BUCKEL**
- ⑩ If the above occurs, the secretary casts one vote and there is no balloting. The candidates are elected. **BUCKEL**
- ⑩ If there are more candidates than positions open, ballot voting is required.
- ⑩ If we vote, someone must count the votes. No one who is running can count the votes.
- ⑩ **Newly elected candidates take office January 1 following the meeting. At a board meeting immediately following the annual meeting, they elect their board officers and establish the date of their January board meeting.**
- ⑩ If a meeting of the new board cannot be held on the date of the annual meeting, it should be held as soon as possible, but no later than early January.

ADJOURNING THE MEETING (PRESIDENT):

Upon conclusion of business, a homeowner or board member may move that the meeting be adjourned. Motion must be seconded and should be voted upon by the membership. **SCARINGE**

AT CLOSE OF OR AFTER THE MEETING (CURRENT PRESIDENT, CURRENT AND NEWLY ELECTED BOARD MEMBERS): Hold joint board meeting and elect the next year's board officers. This meeting should take place immediately following the annual meeting. **SCARINGE noted in packet - DONE**

AFTER THE MEETING (ASSIGNED BOARD MEMBERS):

- ⑩ Take box of creamer, etc. home to save for next event. **BUCKEL**
- ⑩ Return the pot used for hot water for tea to the owner, if there was one. **WILSON**
- ⑩

AFTER THE MEETING (TREASURER):

Deposit collected checks, etc. **WILSON**

AFTER THE MEETING (SECRETARY):

- ⑩ Signed sheets for the delivery of annual notices go into the secretary's book. **BUCKEL**
- ⑩ Keep the annual meeting sign-in sheets in the secretary's binder. **BUCKEL**

- ⑩ Secretary keeps the Proxies in the binder. **BUCKEL**
- ⑩ Be sure to have one of everything that is handed out at the meeting to file in the secretary's notebook. Get a second one if you want a personal copy. **BUCKEL**
- ⑩ Be sure to get the treasurer's report/budget and put it into the secretary's book. **BUCKEL**
- ⑩ There should be an extra section in the secretary's book for all these annual meeting documents, including a copy of the annual meeting notice packet. **BUCKEL**
- ⑩ Bylaws state we are on a calendar year and annual meeting has to be at the end of the year.
- ⑩ Write the minutes of the meeting and provide them to the other board members for proofreading and corrections. Place copy in the secretary's book with the Annual Meeting documents. **BUCKEL**
- ⑩ Determine how many people were present, how many voters were present and how many Proxies were present, how many homes were represented, and which homes were not represented. It all goes by property. Make up a statement of the membership representation. Provide it to the other board members and place a copy in the secretary's book with the annual meeting documents. **BUCKEL**
- ⑩ Post the Annual Meeting minutes on the website and email link to the neighborhood. **BUCKEL**
- ⑩ Post a copy of the annual meeting minutes on the notice board at the pumping station. **SCARINGE**
- ⑩ Notify the SCC Community Association of the board officers for the coming year. **SCARINGE**
- ⑩ Notify our Registered Agent and legal representative, Eric Appleton at Appleton, &Reiss, PLLC of the board members, their addresses and telephone numbers, and specify the address of the board president as the principal place of business for the corporation. **BUCKEL**

New Business:

Annual Meeting scheduled for 2020 – FRIDAY, DECEMBER 4, 2020

Adjournment: There being no further business, Buckel moved and Wilson seconded that the meeting be adjourned at 3:15 p.m. Motion passed unanimously.

Board/Annual Meeting Dates:

Thursday, December 12, 2019, Annual Meeting in the Caper Room, 10:00 a.m. (Sign-in 9:00 a.m.)

Friday, December 4, 2020, Annual Meeting in the Sandpiper Room, 10:00 a.m. (Sign-in 9:00 a.m.)

SOCIAL EVENT DATES :

December 4 – 5:30 pm Holiday Party at Fiore's (Dinner served at 6:15 pm)