

WEDGEWOOD OWNERS' ASSOCIATION, INC. BOARD OF DIRECTORS MEETING

October 11, 2021 at 5:30 p.m. in the Sandpiper Room in the SCC Building

AGENDA

Call to Order/Attendance

Secretary's Report

President's Report & Member Comments & Concerns

Treasurer's Report

Committee Reports:

Architectural

Hospitality

Social

Website

Old Business

Website Backup – never got a volunteer

Budget

Annual Meeting

New Business

Adjournment

WEDGEWOOD OWNERS’ ASSOCIATION, INC. BOARD OF DIRECTORS MEETING

Monday, October 11, 2021, at 5:30 p.m. in the Sandpiper Room in the SCC Building

The meeting was called to order at 5:32 p.m. by President Rebecca Scaringe. Present were Rebecca Scaringe, Cindy Vallente (V. President) Ken Buckel (Secretary), Peter Pullen (Treasurer), Laurie Stevenson (Director), Sharon Buckel (Hospitality Committee), Ken Thoman, Rick Swope (ACC).

Secretary's Report:

Buckel certified that notice had been posted on the bulletin board by President Rebecca Scaringe and the association’s website in accordance with FS 720. Scaringe moved and Pullen seconded that the minutes of the September 13, 2021, meeting be approved. Motion passed unanimously.

Minutes and correct ACC form were delivered to Garretson for posting on the website.

President’s Report:

An email was sent to all HOA members regarding the continued maintenance on their homes. Even with water restrictions, you can pressure wash sidewalks and mold and mildew can be removed from roofs and homes.

No Feedback from Water Department or TECO to respond on requests regarding the pump station. The HOA has no liability for any issues that arise regarding that property.

Treasurer's Report: Pullen presented the September 30, 2021 Financial Report.

Income:

Estoppel – 2025 Berry Roberts	\$100.00
Interest – Reserves	\$4.25

Expenses:

Supplies/Postage – K. Buckel	\$291.97
Supplies – K. Thoman *Outstanding Check	\$130.36

Amount in each fund as of 9/30/2021

General Fund	\$9,397.55
Contingency/Reserves	\$20,592.62
Berry Roberts Lake Fund	\$748.30
Party Fund	\$1,306.90

Scaringe moved and Stevenson seconded that the September 30, 2021 Financial Report be accepted. It passed unanimously.

Full Reports will be maintained in the Secretary’s Book as well as the Treasurer’s Records.

Committee Reports:

Architectural Control Committee – To Inform and Support the HOA: Ken Thoman

2 new applications were received. Update provided on the survey by the committee of the HOA outstanding issues. The Board recommended that no letters be sent at this time to non-complying households and an email reminder from the President be resent.

Restructured pumphouse sprinkler system, eliminated 2 heads, repaired 2 breaks in pipes; re-programmed sprinkler timers. Cost \$95.37

Installed new monument lights. Cost \$30.00

Meeting with Allen's landscaping to solidify contract requirements. Trim shrubs, maintain control of the weeds, clean curbs. This will be done 6 times a year for \$50.00 each time, which is consistent with the contract price for prior years.

There was discussion on changing the name of the ACC to Architectural Support Committee which would mean that the Covenants, Conditions and Restrictions would need to be changed and re-recorded along with the By-laws at a cost of approximately \$400 for recording, the cost of reprinting the Blue Books, ensuring the old documents are replaced with the new ones, determination of how to accomplish that (time, energy, money). It was moved by Laurie Stevenson and seconded by Peter Pullen to instead add the motto "to inform and Support the HOA" to the Committee informally on all recordings. Motion passed unanimously.

Remove the "Respond in 24 hours" from ACC form.

Hospitality: Sharon Buckel

A basket was presented to Susan Pernick at 2025 Berry Roberts.

Social Committee: Margo Lee

Social Committee Meeting - Saturday October 23rd at 11:00am at Margo & Mike Lee's home. All are welcome to join the committee!

FREE Halloween Pizza Party - Sunday October 31st from 5:00-7:00pm in the Florida room. RSVP by October 23rd midnight to Margo Lee via email (margoretired2019@gmail.com or 317-258-2898).

Holiday Party - Saturday December 4th from 4:30-7:00pm in the Florida room RSVP will be November 20th midnight. More specific details will be emailed/posted by November 1st.

Website: Jerri Garretson

I have completed the monthly maintenance on the Wedgewood website, including updates to WordPress and our Plug-ins, deleted many spam "comments," and uploaded the revised ACC Form and September Minutes.

I am in the process of creating a new document with information about our website and JustHost account, with some rudimentary instructions about how to perform those functions. I plan to have it finished to send to the Board before the next board meeting date (once that is set). It will be available for all board members and anyone appointed to the Website Committee with Board approval.

It will not include passwords for the accounts. "Users" who have their own accounts on the Website itself (wedgewood1.com) know their own passwords and do not provide them to me or anyone else. At this time, we have two Site Administrators (Becky and me), one Editor (Ken), and two nonfunctioning "Contributors" who are still there because they created content that would disappear if I deleted them. Becky and I have access to the website for maintenance and creating new User accounts, with Board direction about who should be given access and the level of access. Ken has editorial access for content. I am willing to train a new volunteer, or board member, at any level. It would be wise to always have at least two knowledgeable Site Administrators.

This is all separate from the JustHost account access and the Gmail account. Those passwords are provided to board members and website Committee members with a need to know and will not be in the website maintenance document.

Old Business:

Angelika Hamilton has agreed to run for a term on the Board and work with Jerri Garretson on the website.

2022 Budget and Annual Meeting

Pullen presented the Budget for 2022 with the assessment set at \$50.00. It was moved by Buckel and seconded by Stevenson to accept the 2022 budget and assessment at \$ 50.00.

A draft of the Annual Meeting packet was given to the Board members and committee chairs in attendance. At this time it is approximately 11 pages and would include a self-addressed stamped envelope for return of the proxy and assessment.

The Board decided on the distribution to be by hand delivery and then certified mail by any that are unable to be hand delivered by November 1st. A follow up meeting with the delivery receipts will be at the Buckel home at 5:30 for determination of the delivery status.

2021 ANNUAL MEETING CHECKLIST

BRING TO THE MEETING (SECRETARY):

- Member Sign-in Sheets DONE
- Pens (at least 12)
- Candidate bio sheets in meeting packet DONE
- Ballots DONE

- Secretary's book (including copy of annual meeting notice) DONE
- Paper for adding up ballots DONE
- Florida Homeowners Association book - Vellante's book to be given to Hamilton
- Extra Proxy forms (at least 5) DONE
- Copies of meeting agenda if needed DONE
- Secretary's Resource Book for reference if needed DONE

AT THE MEETING PLACE BEFORE MEMBERSHIP ARRIVES (SECRETARY); 8:30:00 a.m.

Doughnuts for the Wedgewood Annual Meeting

- Winn-Dixie - 3 doz. mixed (always some jelly filled) and a fruit tray. Order one week in advance, leaving a contact number and pick-up date/time. Arrive at bakery dept. around 7:30a.m. if planning a meeting room set start-time of 8 a.m. SCARINGE
- 1 lb. of ground coffee needs to be handed off to the maintenance staff one day early, marked for use by assoc. name, date, meeting room name and set-up start time. Pick up cups, sugar, tea bags, plates, napkins, spoons and forks, stirrer sticks from Margo Lee. SCARINGE
- Tea Pot - BUCKEL
- Lay out member sign in sheets and pens across the front table. BUCKEL
- Provide one pen per sign-in sheet BUCKEL
- 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
- Place bio sheets on the back table with the refreshments BUCKEL DONE INCL. WITH PACKETS BUCKELS –K & S
- Be sure to get copies of the budget and Committee Reports for the notebook and next year's annual meeting packet. BUCKEL DONE INCL. WITH PACKETS
- 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

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

- Members begin arriving around 8:50 a.m., or about ten minutes before sign-in time.
- Have one board member (or assistant from the community) to watch and assist with each 2 sign-in sheets. BUCKELS –K & S
- 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
- When they sign in, they get their ballots. BUCKELS –K & S
- 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
- Check "Voter," "Present," "Ballot" as appropriate. BUCKELS –K & S
- 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
- 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/BUCKEL**

DURING THE MEETING:

- 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**
- 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. No motion to accept needed as the Board adopts the Budget. **PULLEN**
- Committee Reports – **SCARINGE** mention in packets
- Be sure to get the names of those who move and second any motions and note the result of any vote.

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

- 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**
- President of the board calls for nominations from the floor. **SCARINGE**
- 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**
- If the above occurs, the secretary casts one vote and there is no balloting. The candidates are elected. **BUCKEL**
- If there are more candidates than positions open, ballot voting is required.
- If we vote, someone must count the votes. No one who is running can count the votes.
- **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.**
- 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 -**

AFTER THE MEETING (TREASURER):

- Deposit collected checks, etc. **PULLEN**

AFTER THE MEETING (SECRETARY):

- Signed sheets for the delivery of annual notices go into the secretary's book. **BUCKEL**
- Keep the annual meeting sign-in sheets in the secretary's binder. **BUCKEL**
- Secretary keeps the Proxies in the binder. **BUCKEL**
- Be sure to have one of everything that is handed out at the meeting including new budget and packet to file in the secretary's notebook. Get a second one if you want a personal copy. **BUCKEL**
- Bylaws state we are on a calendar year and annual meeting has to be at the end of the year.
- 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**
- 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**
- Post the Annual Meeting minutes on the website and email link to the neighborhood. **BUCKEL /GARRETSON**
- Post a copy of the annual meeting minutes on the notice board at the pumping station. **SCARINGE**
- Notify the SCC Community Association of the board officers for the coming year. **SCARINGE**
- Replace the check at the SCC Office for the coming year and pick up old check. **PULLEN**
- 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:

Pullen will move operational funds (General) to Trustco Bank which does not limit number of check deposits. A \$500 deposit should be made to open the account. It was moved by Buckel and seconded by Scaringe to open the new account. The Contingency/Reserves will remain at LMCU.

Pullen to work with Margo Lee of the Social Committee to open a separate account for their use.

Adjournment: There being no further business, Stevenson moved and Pullen seconded that the meeting be adjourned at 7:20 p.m. Motion passed unanimously.

Respectfully,

Kenneth Buckel, Secretary

Board/Annual Meeting Dates:

ANNUAL MEETING: December 2, 2021 at 9:00 AM (Social Hour) and Meeting to Commence at 10:00 AM in the Sandpiper Room of the SCC North Campus.