

# DALTON WOODS

Happy New Year Neighbors,

As many of you already know Dalton Woods has switched to the Leland Management Company from Bosshardt Realty as our new Management Company. Most of the records have been sent to the Leland Management Company and our new Community Manager Monica Berrios has been a pleasure to work with and has made sure the transition is going smoothly.

I would like to welcome Tom Northey and Joni Hoffman our two newest Board of Director members who have jumped in feet first and have helped to make a difference in our community.

This year you will notice many improvements to our community. We plan to improve the landscaping, clean up the front entrance, clean the retention pond and the drainage areas.

I am hoping that we will be able to update our website with up to date information regarding our Board of Director meetings, FYI Landscape information, Marion County Building Code requirements that will assist when submitting an Architecture Review Request (ARB), and Events.

Please remember that the people that serve on our Boards are all volunteers that volunteer their time and energy to help improve and maintain the lifestyle of Dalton Woods.

If you are interested in serving on our one our Boards please contact our CAM Monica Berrios or let me know.

Please take the time to read the Dalton Woods HOA Documents that are posted on the website you will find that the documents will help to understand the By-Laws, Covent and Restrictions as well as other information regarding Dalton Woods. Contact Leland Management if you have any questions or concerns regarding these documents.

If you have any ideas, comments or concerns regarding Dalton Woods please feel free to contact me via the website.

I look forward to seeing you at the meetings!

Sincerely,

Tracy Earls  
Dalton Woods, HOA President

**Dalton Woods Homeowners' Association, Inc.**  
**Notice & Agenda for the Annual Membership Meeting and**  
**Organizational Meeting for the Board of Directors**

This Notice is in accordance with the Association's Declaration and By-Laws that the Annual Membership Meeting of the Association will be held on:

**Date:** Wednesday, February 20, 2019 at 7:00 PM.  
**Location:** Ocala Police Department, 402 South Pine Avenue, Ocala, FL 34471  
**Purpose:** Annual Membership Meeting

**Sign-in for the Annual Membership Meeting will begin at 6:45 p.m.** at the above-referenced meeting location. The residents will have the opportunity to vote for three (3) Board of Directors. All Directors serve on a volunteer basis and without compensation. Please complete and return the Notice of Intent to be a Candidate Form if interested in serving on the Board of Directors. Form must be received no later than **February 18, 2019**.

**Quorum:** The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, thirty percent (30%) of the votes of the Association shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws.

**If you are unable to attend the up-coming Annual Membership Meeting, it is VERY IMPORTANT for you to complete and return your PROXY.** A pre-addressed return envelope is enclosed for your convenience.

**AGENDA FOR ANNUAL MEMBERS MEETING**

1. Call to Order
2. Confirmation of Proof of Notice of the Membership Meeting
3. Establishment of a Quorum of the Membership
4. Reading and Approval of Annual Meeting Minutes
5. Call for Nominations
6. Election of the Board of Directors
7. Announcement of Election results
8. Adjournment

Immediately following the Annual Membership Meeting, an Organizational Meeting of the newly elected Board of Directors of the Association will be held for the election of officers.

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**AGENDA FOR ORGANIZATIONAL BOARD MEETING**

1. Call to Order
2. Proof of Notice of the Meeting
3. Establishment of a Quorum of the Board of Directors
4. Nomination and election by the Board Members of officers
5. Adjournment

Enclosures:

2017 Annual Meeting Minutes, Intent to be a Candidate Form, and Proxy & return envelope

# DALTON WOODS HOMEOWNERS ASSOCIATION OF OCALA, INC.

## 2017 ANNUAL MEMBERSHIP MEETING

### *Unapproved – Draft Version*

Held on: Thursday, February 16, 2017 At:6:00 p.m.

Ocala Police Department, 402 South Pine Avenue, Ocala, Florida

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***In accordance with the By-laws, Article 5, nominations were taken from the floor prior to the start of the meeting.***

Two positions on the Board were up for election each for a three-year term of office. Chris Roszkowiak called for any nominations of candidates for the Board of Directors from the floor. Mike Davenport nominated Ron Averbeck, and Ron Averbeck accepted the nomination. Adriana Castano nominated Chris Roszkowiak, and Chris Roszkowiak, accepted the nominations. Hearing no further nomination, the nominations were closed.

**I. Call to Order:** Chris Roszkowiak called the meeting to order.

**II. Establish Quorum:** Jean Rugg and Russ Desoe of Bosshardt Property Management confirmed the quorum with a total of 51 owners present either in person or by proxy who were eligible to vote. This met By-law requirement of 30% of the membership in good standing equaling 48 members in total.

**III. Proof of Notice of Meeting:** Chris Roszkowiak presented the proof of notice of meeting affidavit provided by Bosshardt dated January 25, 2017.

**IV. Read Minutes from 2016 Annual Meeting:** Mike Davenport moved to dispense with the reading of the 2016 Annual meeting minutes, seconded by Chris Roszkowiak, with all in favor, the 2016 Annual meeting minutes were approved as submitted.

**V. Election of Directors:** The nominations for the two Director positions for three year terms made from the floor prior to the meeting in accordance with the By-laws, Article 5, were: Chris Roszkowiak and Ron Averbeck.

Chris Roszkowiak and Ron Averbeck were automatically elected to the two Director positions, and no election was held.

**VI. Unfinished Business:** Mike Davenport reported that the park is due to be installed on February 20<sup>th</sup>, and it should take a week to complete. Big thank you to Ron Averbeck and Trevor Eatmon who disposed of the old playground equipment. Mike Davenport made a motion to reimburse the dumping fees paid for removal of the equipment, Chris Roszkowiak seconded the motion, with all in favor, Payment of the dumping fees was approved.

John Miller questioned why the road reserves in the 2017 budget were decreased by \$3,000. He did a road reserve analysis himself and calculated \$20,400 should be put into the road reserves every year. Mike Davenport asked John Miller to share the information, and Bosshardt will review the useful life expectancy for the roads for the next budget year. John Miller asked who is responsible for updating the website, and that he went directly to Chau Plaster to update the site. Chris Roszkowiak responded all update requests need to go through Bosshardt and should not be done directly by the homeowners or the Board with the vendor. This goes for the website as well as all HOA vendors, and this is why the Board may not be aware of what is going on.

**VII. New Business:** A resident requested the Board look into cleaning the stonewall in the front as they are black. Suggestion was to wait until spring after the pollen season for best results.

**VIII. Adjournment:** Mike Davenport motioned to adjourn the meeting, and Adriana Castano seconded the motion, with all in favor the Annual Membership Meeting was adjourned at 6:44 p.m.

*Minutes respectfully submitted by Jean Rugg, Bosshardt Property Management, LLC*

**DALTON WOODS HOMEOWNERS' ASSOCIATION, INC.**

7750 SW 60<sup>th</sup> Avenue, Ocala, Florida 34476

Phone: (352) 237-3446

Email: [mberrios@lelandmanagement.com](mailto:mberrios@lelandmanagement.com) (Monica Berrios, CAM)

**NOTICE OF INTENT TO BE A CANDIDATE**

I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the **Board of Directors of the DALTON WOODS HOMEOWNERS' ASSOCIATION, INC.**, for the Annual Election to take place on **February 20, 2019**. I understand that I am responsible for the accuracy of the information contained in the Information Statement. I certify that I am neither a convicted felon, nor lacking the right to vote in the jurisdiction of my personal residence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

On-site Address: \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**CANDIDATE INFORMATION**

Information can be included below or provided on a separate 8 1/2" x 11" sheet.

PERSONAL BACKGROUND: (PLEASE PRINT)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRIOR ASSOCIATION EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS ABOUT BOARD CANDIDACY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form via US Mail, fax or email by  
February 18, 2019. Contact information is listed at the top of this page.  
**PLEASE DO NOT SUBMIT THIS FORM WITH THE PROXY.**

# PROXY

The undersigned owner(s) of Address Number \_\_\_\_\_ located in the **Dalton Woods Homeowners' Association, Inc. ("Association")** appoints the Association's Secretary or (insert Proxy Holders name) \_\_\_\_\_ as our/my proxy at the **Dalton Woods Homeowners' Association's Annual Members Meeting** to be held **Wednesday, February 20, 2019, at 7:00 PM**, at the Ocala Police Department located at 402 South Pine Avenue, Ocala, FL 34471.

## GENERAL POWERS

I hereby authorize and instruct my proxy to use his or her best judgment on all procedural matters that properly come before the meeting and for the election of directors, if any. This proxy may be used to establish a quorum. These general powers do not apply to the votes under the proxy's limited powers below.

The undersigned ratifies and confirms any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation of it, and revokes all prior proxies previously executed. The Association requests this PROXY be returned by **February 18, 2019**.

**Owner(s) must Sign and Date here for the Proxy to be valid:**

Dated: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above does hereby designate \_\_\_\_\_ to substitute for me in the proxy set forth above.

Date: \_\_\_\_\_ Proxy holder: \_\_\_\_\_

*(This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is this proxy valid for more than ninety (90) days from the date of the original meeting for which it was given. This proxy must be received by the Association two days before the meeting. No more than five (5) proxies may be collected by any one individual/household.)*