

## **WHOA Board of Directors Meeting Published December 1, 2019 at 6:53 PM**

At the WHOA Board of Directors meeting on Tuesday, December 3rd, the Board will discuss options regarding the possible loss of reclaimed water to our community.

The City of Gulf Breeze and its enterprise account, South Santa Rosa Utilities System, has made proposals to use RESTORE grant funding to build a pipeline to transport reclaimed water uphill and north to Eglin Air Force Base property. If these proposals are successful, all reclaimed water services to Woodlawn Heights will end.

Background information will be provided. This topic will be an open forum as time permits.

## **WHOA Board of Directors Meeting Published November 19, 2019 at 3:16 PM**

Hi Neighbors!

There will be a Board of Directors meeting on Tuesday, December 3rd at 6:00pm in the Media Center at Woodlawn Beach Middle School.

Tentative WHOA Board Meeting Agenda:

Roll Call

Opening Remarks

Secretary's Report

Treasurer's Report

ARC Report

Webmaster's Report

Committee Reports

Old Business

New Business

Guest Comments from Request to Speak Form

All members are welcome and encouraged to attend.

~Sandy Ellis

## **Sunken Sidewalk Update Published October 31, 2019 at 11:14 AM**

Hi Neighbors!

After many phone calls over many months with no answers, the Board tried a new approach. We contacted our County Commissioner - District 5, Lane Lynchard, for help with the sunken sidewalk.

Mr. Lynchard thanked us for making him aware of the hazardous condition of the sidewalk and immediately contacted the Public Works Department to reevaluate the condition of the sidewalk.

We are hopeful that this problem will be resolved soon.

~Sandy

## **Woodlawn Heights Front Pond** Published October 21, 2019 at 2:19 PM

Water level in the pond is controlled by a special altimeter. An altimeter is an instrument that determines altitude. The SSRUS has ordered a replacement which must be custom built for the exact location of the pond. When it arrives, the SSRUS will install the new altimeter.

The water feature is at the repair facilities. No exact time has been provided when it will be repaired.

## **Please Welcome Two New WHOA Board Members** Published October 9, 2019 at 8:46 PM

Hi Neighbors!

Congratulations to and please welcome Carlene Stewart and Steve Pleune as your two new volunteer WHOA Board of Directors members.

Your WHOA Board of Directors:

Terry Mills - President, ARC Chair, Security

Sheila Jesgar - Vice President

John Jackson - Treasurer, Boat Storage

Sandy Ellis - Secretary, Web Master

Brigitte Herian - Board Member

Carlene Stewart - Board Member

Steve Pleune - Board Member

## **Waste Amnesty Day** Published October 9, 2019 at 5:33 PM

Santa Rosa County holds household hazardous waste Amnesty Day - Sat. Oct. 19 at South Service Center

Household Hazardous Waste (HHW) Amnesty Day will be held Sat., Oct. 19 from 8 a.m. to noon at the Santa Rosa County South Service Center, 5819 Gulf Breeze Parkway in Gulf Breeze. This event offers residents the opportunity to dispose of HHW at no charge without having to drive to the Central Landfill in Milton.

Residents will be required to remove items from their vehicles. Remember, HHW items can cause injury if handled improperly. These items will usually have a warning or cautionary statement on their labels, such as flammable, corrosive, poison or toxic. The following items will be accepted and should never be disposed of with household garbage:

up to five regular car or truck tires per vehicle, no large, heavy-duty or racing tires accepted (help keep mosquitos away this summer!)

- antifreeze, gasoline, oil and oil filters
- paint and solvents
- lubricants and grease
- pesticides and fertilizers
- pool cleaners, household cleaners
- batteries, battery backups (UPSs)
- propane bottles
- aerosol cans
- flat screen monitors and flat screen TVs
- computers, printers, copiers, fax machines, typewriters, DVD/DVR players
- fluorescent light bulbs
- fire extinguishers
- approved sharps containers - bring a full sharps container for proper disposal and receive a free replacement container

Santa Rosa residents can dispose of household hazardous waste, including sharps Monday through Saturday, 8 a.m. to 4:30 p.m., at the HHW center at the entrance to the Central Landfill, 6337 Da Lisa Road in Milton. Regular, light duty, truck or car tires are accepted for \$5 each year round.

Amnesty Day is made possible by Santa Rosa County in cooperation with the Florida Department of Environmental Protection and the Okaloosa County Environmental Office. For more information, contact (850) 981-7135.

## **Reclaimed Water Issues Published October 3, 2019 at 7:07 AM**

The reclaimed water system supporting Woodlawn Heights is operated by the South Santa Rosa Utility System (City of Gulf Breeze). The SSRUS handles drinking water in the city of Gulf Breeze city limits as well as reclaimed water and wastewater treatment throughout the area (until near Holley By the Sea). The WHOA BoD has no control over the operations of this government agency. Terry Mills, WHOA President, serves on the SSRUS board and can usually get answers to questions from known contacts with the City of Gulf Breeze. Mr. Mills continues to advocate for reclaimed water service for Woodlawn Heights.

What is reclaimed water? Reclaimed water is treated wastewater which, by law, may only be used for watering lawns, trees, etc., but is not drinkable. The wastewater treatment plant in Tiger Point is the source of the reclaimed water supply for Woodlawn Heights, which is near the end of the distribution lines and has a history of low water pressures. Mr. Mills has voiced the concerns of Woodlawn Heights residents and, as a result, a reclaimed water tower was constructed at the government offices on highway 98 just past the zoo. Two pumps are also installed to help push water through the system, and both are working properly.

So what's the problem? The short answer: drought. There has been very little rain over the last few months which has caused a shortage of available reclaimed water. Coupled with the high demand on the system due to high temperatures and lack of rainfall, this has resulted in a

noticeable imbalance in the system. The SSRUS is aware of the situation, but until we get rain, there will be a shortage of reclaimed water and the situation will not improve.

The drought also effects water levels in the front lake in Woodlawn Heights. The SSRUS is not filling our front lake on a regular basis since little reclaimed water is available. Mr. Mills has requested the SSRUS manually fill the lake to keep the fish alive. Lake Doctor treated the lake for stagnation last week.

If the drought continues, Woodlawn Heights residents can expect the next step to be reclaimed water rationing. All residents are strongly encouraged to take steps to use Midway Water System water to maintain their lawns and landscapes. Many residents are already using hoses and sprinklers to maintain their investment. Thank you.

Terry Mills  
President, WHOA Board of Directors

## **WHOA Board Position available** Published September 23, 2019 at 4:02 PM

The WHOA Board of Directors has a position available and is now evaluating potential candidates.

If you are a WHOA Lot owner in good standing and wish to be considered, please email the Board at [board@woodlawnheightshoa.com](mailto:board@woodlawnheightshoa.com) and include your name and address. The Board will send you a questionnaire that you will be required to complete and submit by October 1, 2019. You may also be asked to sit for an interview before and/or during the Board meeting on October 8th.

If you have any questions, you may email the board at [board@woodlawnheightshoa.com](mailto:board@woodlawnheightshoa.com)

## **Woodlawn Heights Semi Annual Community Garage Sale** Published September 20, 2019 at 7:50 AM

Mark your calendars! The Woodlawn Heights Semi-Annual Community Yard Sale will take place on Saturday, October 5th from 8:00am - 2:00pm

One day only! (Rain Date is Saturday, October 12th same time)

The WHOA Board will advertise your community yard sale:

- With a metal sign announcing the sale posted several weeks in advance at the front entrance (it usually says "Welcome to Woodlawn Heights").
- a week before in the PNJ, Gulf Breeze News and Navarre Press classified ads.
- on Craigslist and Nextdoor apps the week of the event.
- with signs in the divider on Highway 98 the day of the event.

Questions? Suggestions? Offers to help? Please email: [board@woodlawnheightshoa.com](mailto:board@woodlawnheightshoa.com)

Take part in your community yard sale! Why not earn some extra cash by getting rid of your unwanted items? These items usually sell like hotcakes:

Gently used clothing

Tools

Furniture

Vintage dishes, glassware, casseroles

Garden tools

Shoes and handbags

Costume jewelry

Games, toys, bicycles

Books

Appliances

Camping gear

Exercise equipment

Need some help pricing your items? Check out these sites:

<https://www.realsimple.com/home-organizing/organizing/garage-sale-pricing>

<http://www.bestgaragesaletips.com/best-garage-sale-pricing-tips.html>

## **WHOA Board of Directors Meeting** Published September 20, 2019 at 7:33 AM (updated September 20, 2019 at 7:41 AM)

There is a WHOA Board of Directors meeting on Tuesday, October 8th, 2019 at 6:00 PM at Woodlawn Beach Middle School.

Agenda - 2020 budget (as required by FL 720).

If you are a Lot owner and would like to submit an improvement project for 2020, please provide an estimated cost with supporting information by Oct 5, 2019 to the WHOA Board at [board@woodlawnheightshoa.com](mailto:board@woodlawnheightshoa.com).

All WHOA lot owners are welcomed and encouraged to attend.

## **Retention Pond Low Water Level and Fountain Update** Published September 11, 2019 at 9:03 PM

In response to a question about the low water level in the front retention pond, Thomas E. Lambert, Assistant Director of Public Services at City of Gulf Breeze reports that they are still having issues with the pump system. They will try to manually feed some water into the pond on occasion and will give us an update this week “on the entirety.”

If you have any questions for the City of Gulf Breeze about the status of the water level or fountain repairs, you may contact them at <https://cityofgulfbreeze.us/> or call: (850) 934-5100.

~Sandy Ellis

## **Beach Bums Food Truck 5-7pm, September 10, 2019**

**UPDATED TIME** Published September 9, 2019 at 6:52 AM

MARK YOUR CALENDARS!

Beach Bums Food Truck – Taco Tuesday!

Date: Tuesday, September 10th, 2019

**Time: 5:00-7:00 pm (don't be late!)**

Where: Gazebo Common Area (by the boat storage)

What to bring: Your whole family, some chairs, and a big appetite!

Payment: cash or card (no checks)

TACO TUESDAY will feature a \$7 meal with your choice of two generous beef or chicken tacos made with fresh tortillas, various condiments, and a fresh Mexican street corn on a stick with mayo and sour cream. They will also offer a variety of Coke products and water bottles for \$1 each.

Bring chairs, stay and enjoy a delicious meal with your neighbors and make some new friends. Got enough friends? Take your delicious meal home and eat it in peace. Either way, all are welcome! Please come!

If we get a good turnout, we may be able to bring in more food truck choices in the future. Please support your Activities Committee!

Questions for Elisha? [woodlawnac@yahoo.com](mailto:woodlawnac@yahoo.com)

## **Beach Bums Food Truck scheduled for September 10,**

**2019** Published August 15, 2019 at 12:16 PM

Hi Neighbors!

Due to the positive response to the food truck survey, Elisha Reed, WHOA Activities Director, has scheduled Beach Bums Food Truck for your dining enjoyment! Woohoo!

MARK YOUR CALENDARS!

Beach Bums Food Truck – Taco Tuesday!

Date: Tuesday, September 10th, 2019

Time: 5:30-7:30 pm (don't be late!)

Where: Gazebo Common Area (by the boat storage)

What to bring: Your whole family, some chairs, and a big appetite!

Payment: cash or card (no checks)

TACO TUESDAY will feature a \$7 meal with your choice of two generous beef or chicken tacos made with fresh tortillas, various condiments, and a fresh Mexican street corn on a stick with mayo and sour cream. They will also offer a variety of Coke products and water bottles for \$1 each.

Bring chairs, stay and enjoy a delicious meal with your neighbors and make some new friends. Got enough friends? Take your delicious meal home and eat it in peace. Either way, all are welcome! Please come!

If we get a good turnout, we may be able to bring in more food truck choices in the future. Please support your Activities Committee!

Questions for Elisha? [woodlawnac@yahoo.com](mailto:woodlawnac@yahoo.com)

## **Fountain Repairs Published August 6, 2019 at 12:12 PM**

Thomas E. Lambert, Assistant Director of Public Services at City of Gulf Breeze reports that the fountain in the front retention pond has a damaged pump. The pump is being sent back to the manufacturer to see about a warranty. There is no estimated completion date for repairs at this time.

If you have any questions for the City of Gulf Breeze and the status of the water level or fountain repairs, you may contact them at <https://cityofgulfbreeze.us/> or call: (850) 934-5100.

~Sandy Ellis

## **WHOA Board of Directors Meeting Published July 25, 2019 at 5:05 PM**

Hi Neighbors!

There will be a Board of Directors meeting on Monday, July 29th at 6:30 pm in the garage at 5360 Galberry Lane.

The Woodlawn Beach Middle School multipurpose room was unavailable due to maintenance and Midway Fire Department no longer allows private meetings in any of their stations.

All members are welcome and encouraged to attend. There will be chairs set up for attendees, but you may want to bring your own just in case we run short.

~Sandy Ellis

## **Reclaimed Water Issues Published July 6, 2019 at 5:15 AM**

### ***TODAY'S TOP STORY***

Thomas E. Lambert, Assistant Director of Public Services City of Gulf Breeze reports "serious issues with pumps. The bypass and the one good pump can't work together, so we can maintain good pressure during peak demand periods."

Mr. Lambert asks that residents vary their irrigation time to get better flow. The peak usage time is between 4 to 7 am and the City is unable to "keep pressure up during this period because of high demand."

Many neighbors have already made adjustments to their irrigation schedules. Now that we have a specific time to avoid (4-7am), maybe we'll experience some improvement. Let's give it a try!

As always, if you have any questions for the City of Gulf Breeze and the status of the reclaimed water, you may contact them at <https://cityofgulfbreeze.us/> or put this number in your speed dial: (850) 934-5100.

## **Website Privacy Published July 5, 2019 at 6:56 PM**

Hi Neighbors!

Let's talk about WHOA website privacy. Would you like to know how you can control how much information you share with your neighbors on the WHOA website?

You do? Great! Let's start: Log onto the website ([www.woodlawnheightshoa.com](http://www.woodlawnheightshoa.com)) and click on the "Welcome" button at the top right of the Home page. Click on "Account Settings." Click the "Privacy" tab to the far right and choose whether you'd like to share your personal information or even completely hide your account. You can still opt-in to receive email notifications for important information even if you choose to hide your account from neighbors. Even better, you can even delete your account when you move. Or delete your account and stay here and never hear from us again (boo!).

Need something more specific? To update your profile, log onto the website and click on the "Welcome" button at the top right of the Home page. Click on "Member Settings" then click the "Contact" tab. Here you can choose to sign up for or even opt-out of certain notifications or text alerts.

Prefer to get more personal? You can update your profile! Log onto the website and click on the "Welcome" button at the top right of the Home page. Click on "Member Settings" then click the "Profile" tab. You can upload your best 8x10 glossy photo or even include an URL for your business. Who doesn't love free advertising?

Isn't it great to have a choice? Go ahead and click on some tabs and explore all the different options available to you.

If you still have questions or just need some friendly, step-by-step instructions, I'll be happy to help! Please email [webmaster@woodlawnheightshoa.com](mailto:webmaster@woodlawnheightshoa.com).

~Sandy

## **Reclaimed Water Issues Published July 3, 2019 at 7:41 AM**

Hi Neighbors!

Thomas Lambert, Assistant Director of Public Services at City of Gulf Breeze, explained again yesterday that two pumps died near the same time. That left the City with only one pump, which is not enough. To supplement, the City brought in a rental pump.



The current status of repairs is that one replacement pump is on order and is expected to arrive sometime this week – the second pump is about two weeks out. The City will continue to use the rental while waiting on new pumps.

Due to the lack of rainfall and the low reclaimed water pressure, Mr. Lambert added that they may have to begin rationing reclaimed water, although, this has not happened yet.

We see lots of neighbors taking initiative by using sprinklers to keep their lawns hydrated and healthy. Thank you!

If you have any questions for the City of Gulf Breeze and the status of the reclaimed water, you may contact them at <https://cityofgulfbreeze.us/> or (850) 934-5100.

~Sandy

## Happy Independence Day! Published July 1, 2019 at 7:48 AM

We all love the 4th of July! A sizzling BBQ, ice cold lemonade, parties around the neighborhood, and a day off work for most of us. As we all gear up to celebrate one of America's favorite holidays, keep in mind a few tips that can keep things safe and happy around our community:

1. **\*\* Please respect your neighbors and keep track of time\*\***

The 4th falls on a Thursday this year so most of us will get the day off from work (yay!), but it also means that many of us will have to get up early for work on Friday (aww...). Please be a good neighbor and keep track of the time if your BBQ is getting too loud or if you're setting off fireworks.

2. **Speaking of fireworks**

Leave the shows to the pros. Other than sparklers, fountains, snakes and glow worms, fireworks are illegal in the state of Florida. Woodlawn heights does not permit fireworks in any of the Common Areas in order to protect all property, boats, trees and surrounding homes from damage. For information about Florida's most current fireworks laws, you can click here: <http://santarosasheriff.org/fireworks/>

3. **Where are the shows?**

All of these shows take place on Thursday, July 4th, 2019.

- 2019 Pensacola Bay Fireworks Celebration - Thu, 4 – 11 PM

<http://dopensacola.com/event/2019-pensacola-bay-fireworks-celebration/>

- 2019 Sertoma's Independence Day Celebration - Thu, 11am - Fireworks begin at 9pm

<https://www.visitpensacola.com/event/sertomas-independence-day-celebration/5364/>

- 2019 July 4th Riverfest – Milton - 10am – 9pm

<https://miltonlocal.com/event/july-4th-riverfest-2/2019-07-04/>

- 2019 Fireworks on Navarre Beach - 9am-9:30pm

<https://emeraldcoasthub.com/event/4th-july-fireworks-navarre-beach/>

4. **Keep an eye on your pets**

More household pets are lost on the 4th of July than any other day of the year, mostly because they are easily spooked with all the loud banging going on. If your pets are outside and they look like they are starting to panic, it is best to bring them inside until the fireworks are over.

Thanks for reading, now go out and buy a pack of hot dogs, some cold drinks, and enjoy your day!

~Sandy

## **2019/2020 Board of Directors** Published June 18, 2019 at 10:21 AM

Hi neighbors!

The 2019/2020 Woodlawn Heights Owners Association Board of Directors is composed of 7 members. Five of the seven members hold an officer position.

The WHOA Board of Directors operates as a unified group. No one Board member has total control over the group. All Board members have access to information on all issues at all times. All Board members discuss and agree on how to best approach an issue. These issues range from the budget, sending various correspondence, purchasing, violations, legal consultation and lawsuits, and various other daily operational issues. Once the Board arrives at a decision on an issue, an individual is chosen to take the lead. This person is almost always the President. None of the seven volunteers wanted to be in the cross hairs as president.

- Terry Mills, President
- Sheila Jesgar, Vice President
- John Jackson, Treasurer
- Sandy Ellis, Secretary
- Ron Boutin, ARC Chair
- George "Kip" Carnall
- Brigitte Herian

If you ever have any questions, need more information, have problems or issues, would like to offer suggestions or ideas, please contact the board of directors using the contact form on this website or email [board@woodlawnheightshoa.com](mailto:board@woodlawnheightshoa.com). When you use either method, all seven Board members will receive your email simultaneously.

We look forward to serving you. Thank you for your support!

~Sandy

## **Election Results** Published June 16, 2019 at 10:53 AM

Hi Neighbors!

Thanks to all who made it out to vote at yesterday's Annual Meeting. Your new Board Members are:

John Jackson  
Brigitte Herian  
Sheila Jesgar  
Sandy Ellis

The Board will meet in a closed session early this week to decide who will hold the officer positions (synching seven people's schedules can be a little tricky). You will be notified shortly after that meeting announcing who your new Board officers will be.

~Sandy

## **President's Comments** Published June 14, 2019 at 6:26 AM

**Purpose of an HOA:** HOAs are private associations that oversee and manage neighborhood common areas and amenities as well as insure property owners obey the Covenants, Conditions and Restrictions (CC&Rs), Articles of Incorporation, By-Laws and any other governing documents.

**Homeowner Responsibility:** When you purchase a home in a deed restricted community, you are entering into a legal contract and agree to abide by the Covenants, Conditions and Restrictions (CC&Rs), Articles of Incorporation, By-Laws and any other governing documents at all times.

**Roles and Responsibilities of the Board:** The WHOA is run by a volunteer Board of Directors who have been elected by Lot owners to oversee the common assets of the community, manage its finances, run business affairs, enforce and set rules, and see to the maintenance and upkeep of the community. In other words, the Board provides structure to a community, protects property value, and ensures it is a pleasant place to live.

The WHOA Board of Directors operates as a unified group. No one Board member has total control over the group. All Board members have access to information on all issues at all times. All Board members discuss and agree on how to best approach an issue. These issues range from the budget, sending various correspondence, purchasing, violations, legal consultation and lawsuits, and various other daily operational issues. Once the Board arrives at a decision on an issue, an individual is chosen to take the lead. This person is almost always the President. The process is time tested and reflects best practices; it also ensures that all Lot owners are treated fairly and equally and guards against unscrupulous behavior.

**Definition of Officer vs. Board member:** The current Board of Directors consists of seven total members. Officers hold special titles in order to run the corporation. The By-Laws require officer titles for President, Vice-President, Treasurer, Secretary, and ARC Chair. Florida law does not limit the number of titles that an individual Board member can hold. For example, one person can legally be President, Treasurer and Secretary. After elections are complete, WHOA Board members meet in a closed session and determine privately who will hold an officer position. All officer's duties and responsibilities are defined in the By-Laws. The Board of Directors can add additional duties to any officer's responsibilities. The WHOA Board has always had the required officers as defined by the By-Laws.

**\*\*Primary Purpose of Board Meetings/Annual Meeting: \*\***

- Board of Directors meetings are held for the board to conduct the business of the association.
- An Annual Meeting is a meeting of the membership of the association whereby elections of new board members and other business of the association takes place. Annual meetings are required by law.

In both cases, the agenda is determined solely by the Board of Directors (Lot owners may not demand that an item be added to the agenda without following due process as defined in FL Statute 720). In both cases, meetings are governed by Parliamentary Procedure (Robert's Rules of Order).

**Parliamentary Procedure:** Parliamentary procedure, also known as Robert's Rules of Order, is a guide for conducting meetings and making decisions as a group. Using Robert's Rules allows the WHOA Board to run meetings effectively and efficiently.

**Minutes:** Neither the WHOA governing documents nor FL720 have a prescribed time frame to publish minutes. Minutes are published once they are reviewed, corrected and approved. This guards against misinformation.

**Election Process:** The election process reflects the requirements of both the WHOA governing documents and FL Statute 720 where applicable. The process has been modified over time to eliminate fraud. Voting is confidential, verified by two-person integrity and records are destroyed afterward. The board will not release voting records.

**\*\*Open Forum: \*\***Time permitting, Lot owners in attendance may sign up and be recognized by the Board of Directors to speak. Speakers may use their time to ask a question, make a suggestion or voice opinions. An open forum is a privilege allowed by the Board, time permitting. Speakers must adhere to Robert's Rules of Order to ensure an open forum is productive and allows all Lot owners a chance to be heard. Civility is required – none of the Board members will tolerate threats, demands or abuse. There is a 3-minute time limit per speaker. Each speaker may discuss one topic only. Only one speaker will be allowed to speak at a time. Non-Lot owners may ask a question if there is time remaining for the Board meeting.

**Independent Financial Audit:** Although the WHOA is not required by law to seek an independent financial audit, the Board agreed to an external financial audit in order to build a reputation for integrity and professionalism. In the past the Board has had several internal financial audits. We continuously seek to demonstrate our commitment to financial transparency and to offer the assurance that the financial statements are free from material misstatements.

**WHOA official directory:** The official directory of the WHOA is the Santa Rosa County Property Appraisal website. It is the responsibility of the Lot owner to contact the WHOA Board if the address on the SRCPA website is incorrect.

**Estoppel requests:** The WHOA Board of Directors is required by law to report all violations of the governing documents as well as all outstanding monies due the WHOA on estoppel letters.

**\*\*Official Website: \*\***All Lot-owners are encouraged to register and create an account on the official website in order to receive important email blasts and announcements about their

community. Please keep your information up to date. WHOA Board members do not regularly monitor social media.

**Boat storage:** The Treasurer is responsible for the operations of the boat storage area and maintains a waiting list of Lot owners. This list can be found on the WHOA website. The waiting list is operated on a first-come first-serve basis. The boat storage area has spaces of various sizes. If a space becomes available that is too small for the first person on the list, the first person will pass the spot to the second person. The first person will remain the first person until a suitable space becomes available. The boat storage area cannot be expanded as it is part of the Santa Rosa County Stormwater Management Area.

**Sidewalks:** The CC&R's require all Lots to have sidewalks. It is the Lot owner's responsibility to install a sidewalk on the easement to the front of their Lot. For continuity, the board has arranged for sidewalk installation in all common areas and has received special approval to install sidewalks on various Santa Rosa County property such as along retention ponds and various other privately-owned easements.

**\*\*Access to Lots: \*\***Per the CC&Rs and ARC guidelines, Lot owners are always required to maintain all areas of their Lot. Board members have the right to enter any Lot to record a violation. However, the Board decided many years ago that they would not regularly enter Lots or look over fences to view backyards unless invited by a complaining neighbor. The Board prefers to use the Association's Attorney and other legal action before entering Lots.

**WHOA correspondence:** Any Board member can correspond with any Lot owner at any time. The Board prefers to assign correspondence to the President. WHOA Board letters are not required to be sent by certified mail or by the Secretary. The By-Laws requires the Secretary to mail notices to all Lot owners for the Annual Meeting. The exception is lien notices. By law, the WHOA Association attorney must send lien notices by certified mail.

**Fines:** WHOA levies reasonable fines for Lot owners who neglect their responsibility to abide by the governing documents. Enforcing fines is a cost-effective mechanism that reduces the use of legal action by the WHOA Association attorney. The WHOA fine process meets all the requirements of FL Statute 720 and has been effectively and successfully used thus far.

**WHOA Named in Civil Court Cases:** Whenever a mortgage company forecloses on a Lot owner, the WHOA is listed as a defendant in the civil hearings in order to have standing if any monies are owed the WHOA. With the exception of one case, WHOA has not brought a lawsuit to court and listings for the WHOA in the Santa Rosa County Clerk of the Court records are for bankruptcies proceedings. The WHOA has never attended or been called to court for any of these legal proceedings. The WHOA has not used association funds for foreclosure civil hearings. The WHOA did attend court for one case opened by a Lot owner challenging the WHOA rules for inspections. The WHOA prevailed and the association's attorney declined payment.

**Lot owners and the Board of Directors:** Since the WHOA Board of Directors took control from the Developers in 2005, there have been almost 50 different Lot owners who have served on the Board. There have been at least 5 different Lot owners who have held the office of Treasurer.

**\*\*ARC: \*\***All ARC recommendations are voted on at a WHOA Board of Directors meeting and noted in the meeting minutes.

The volunteers of your current Board want to thank and show appreciation for all neighbors who have helped to keep Woodlawn Heights a premier choice in our area.

## **Reclaimed Water Issues** Published June 13, 2019 at 10:42 AM

Hi Neighbors!

Woodlawn Heights continues to experience issues with the reclaimed water. Residents are urged to contact the City of Gulf Breeze as soon as possible to report outages or to inquire about the repair status. <https://cityofgulfbreeze.us/> or (850) 934-5100

Thank you,

~Sandy

## **Reclaimed Water Issues** Published June 11, 2019 at 8:29 AM

Hi Neighbors!

The reclaimed water has been off for a couple of days. The City of Gulf Breeze is aware and are currently working on the issue. Once the repair is complete, it may take a day or two to get full water pressure back. If you have questions, you may contact the City of Gulf Breeze at <https://cityofgulfbreeze.us/> or (850) 934-5100

~Sandy

## **Two WHOA Board of Directors Meetings this month**

Published June 8, 2019 at 6:05 PM

Hi Neighbors!

There will be two WHOA Board of Directors meetings this month. The first meeting will take place on Thursday, June 13th, 2019 at 6:30 pm at the gazebo. The agenda includes regular business as well as a discussion regarding the removal of Terry Mills, President.

The second meeting, our WHOA Annual Meeting and elections, will take place on Saturday, June 15th, 2019. The social hour starts at 3:30 pm and the Annual Meeting will begin promptly at 4:00pm. The tentative agenda includes

- Midway Fire District
- Board of Directors
- Lot Owners
- WHOA Governing Documents
- WHOA Website
- WHOA mailing address

- WHOA Projects
- WHOA Board of Directors Election
- Guest Speaker - Lawns
- WHOA Updates
- Election Results

All Lot owners and residents are welcome to attend - please come!

~Sandy Ellis

## **WHOA Board of Directors Meeting** Published June 4, 2019 at 9:50 PM

There will be a Board of Directors meeting on Thursday, June 13th at 6:30 pm at the gazebo.

All members are welcome and encouraged to attend.

## **Helpful Info from Mike's Garden Center** Published May 29, 2019 at 11:47 AM



3774 Gulf Breeze Pkwy  
Gulf Breeze, FL 32563  
(850) 934-1043

### Lawn Basics

Mowing Height - St. Augustine 3" to 4"

Centipede 2 ½"

Zoysia 1 ½" to 2" (must consistently mow every week)

Watering - every lawn (infrequent, but deep) ¾" to 1" of water

Summer - 3 times per week 85 degrees +

Fall - 2 times per week 65 degrees +

Winter - 1 time per week < 65 degrees

Spring - 2 times per week 65 degrees +

Fertilization - St. Augustine 3 times per year (spring, summer & fall)

Centipede 2 times per year (spring and fall)

Zoysia 2 times per year (spring and fall)

Weed Control -

Preemergents in spring and fall can help.

Postemergents used to spot spray broad leaf weeds can help.

Nothing beats pulling the weeds out, root and all.

Atrazine and simazine used to formulate "weed and feeds" can build up in soils and can harm other plants and trees.



## **Reclaimed Water Issues** Published May 28, 2019 at 11:28 AM

Hi Neighbors!

This past holiday weekend, the City of Gulf Breeze reported a broken pipe for the reclaimed water serving our neighborhood. It might take a day or two to get full water pressure back. If you have questions, you may contact the City of Gulf Breeze at <https://cityofgulfbreeze.us/> or (850) 934-5100

~Sandy

## **Correction!** Published May 25, 2019 at 8:10 AM

All Proxies must be received before Friday, June 14th, 2019, 4:00 pm.

Thank you!

~Sandy

## **WHOA Annual Meeting** Published May 16, 2019 at 3:53 PM *(updated June 9, 2019 at 8:53 PM)*

The Woodlawn Heights Owners Association will have its 2019 Annual Meeting at Woodlawn Beach Middle School Cafeteria. WBMS is located off Woodlawn Way on the west side of the subdivision. Social Hour starts at 3:30 pm and will be a great opportunity to fellowship with your neighbors and welcome new homeowners. Please bring your favorite cookies to share.

Your Board of Directors is dedicated to keeping Woodlawn Heights a premier subdivision. Please plan to attend the Annual Meeting to stay informed about the activities going on in our subdivision. You will also be given the opportunity to ask questions to either the Board of Directors or to the Association's attorney. Our Annual Meeting will begin promptly at 4:00 pm.

Tentative agenda for the Annual Meeting includes:

- Midway Fire District
- Board of Directors
- Lot Owners
- WHOA Governing Documents
- WHOA Website
- WHOA mailing address
- WHOA Projects
- WHOA Board of Directors Election
- Guest Speaker - Lawns
- WHOA Updates
- Election Results

## **ELECTIONS**

If you are a Lot Owner in good standing, you may submit your name to run for one of the four vacant Board of Directors positions. A member in good standing is a Lot Owner who does not have current outstanding and/or unresolved WHOA assessments or violations of the provisions of the Covenants or ARC Guidelines. Additionally, all potential candidates will be required to sign an affidavit affirming that they will uphold all WHOA Governing Documents. Please contact Terry Mills by May 26, 2019 at [president@woodlawnheightshoa.com](mailto:president@woodlawnheightshoa.com) if you would like to add your name to the ballot. There will be no write-in candidates.

All voting, whether at the Annual Meeting or by Proxy, will follow the official WHOA Board of Directors Election Process. Official WHOA Proxy forms will be available on June 3, 2019. Only the official WHOA Proxy will be accepted. You can obtain a Proxy by:

Email: [president@woodlawnheightshoa.com](mailto:president@woodlawnheightshoa.com)

Mail a request to the Board of Directors, Proxy, Woodlawn Heights Owners Association, P.O. Box 5458, 1910 Navarre School Road, Navarre, FL 32566

Call the President (Terry Mills (850) 934-6131) or Secretary (Sandy Ellis (850) 748-5998) to arrange for pickup of a hard copy.

Contact any WHOA Board member to arrange for pickup of a hard copy

Please note: Per the official WHOA Governing Documents, all completed Proxies must be submitted to and will be in the possession of the Board's Secretary, Sandy Ellis (Attn: WHOA Secretary, Woodlawn Heights Owners Association, P.O. Box 5458, 1910 Navarre School Road, Navarre, FL 32566) at least 24 hours prior to the meeting (June 15th, 4:00 pm). Any Proxies received after June 15th, 2019, 4:00 pm will not be accepted. Unverified Proxies will be rejected.

## **WHOA Annual Meeting Special Guest Speakers**

- We have arranged for a residential horticulture agent from the UF/IFAS Extension Santa Rosa County to speak on how to properly care for carpet grass and provide strategies on tackling problem weeds. For more information about the services offered by UF/IFAS, you can go to: <http://sfyl.ifas.ufl.edu/santa-rosa/>
- We'll also have a representative from the Midway Fire District speak on fire safety. For more information about the services offered by Midway Fire District, you can go to: <http://www.midwayfire.com/services/>

## **REMINDERS**

**\*\*Lot Maintenance \*\***

Every Lot Owner has legally agreed to and is required to maintain their landscaping in compliance with the WHOA Covenants and ARC Guidelines at all times. The WHOA Board is required to enforce these governing documents. Over the past few years, there has been a general deterioration of lawns within our community - weeds in many lawns have not been properly treated or removed. These weeds spread to neighboring yards and the process has continued until there are weeds in all the yards. Probably the most problematic is a weedy grass called Poa Annua. In addition to lawns and planting beds, it is the Lot Owner's responsibility to ensure that all sidewalks and street curbing are free from weeds and are edged frequently.

Note: Commercial landscapers who travel between yards spread weeds. Please ask your hired lawn professionals to clean his/her equipment before serving your property.

Thanks to everyone who regularly maintains their yards and brings in their trash cans between pick-up days. Your actions help to preserve and improve the attractiveness of Woodlawn Heights and will continue to make it a desirable option for potential home buyers. There are over 300 new homes projected to be constructed in our area in the next several years. We all want our subdivision to be attractive to potential buyers and to keep our property values high.

### **Parking in the Street**

The Covenants prohibit parking in the street as our streets are narrow and designed for two-way traffic only. If you have a special situation, please contact the Board.

### **Pets**

Woodlawn Heights does not have a dog park. Santa Rosa County enforces a pet leash law. Please maintain your animal on a leash at all times throughout the development and especially in the playground and gazebo areas. Recently, there have been many residents who have not properly picked up after their pets. Be a good owner and do the right thing, always pick up after your pet - your neighbors will appreciate your good manners.

### **Common Areas for Residents and Lot owners only**

The Common Areas, which include the playground, gazebo, rainwater retention ponds, and the lakes, are for the enjoyment and use of WHOA Lot Owners and residents only. Guests of Lot Owners are welcome to use the Common Areas provided that the Lot Owner or resident is present. All others are trespassing and will be promptly asked to leave.

### **Website**

If you haven't already done so, register for your account at [www.woodlawnheightshoa.com](http://www.woodlawnheightshoa.com) and never miss another update, meeting, or general announcement. If you already have an account, now is the time to make sure your email and phone number are up to date. Are you registered but not receiving our emails? Double check on your end to make sure it's not going to trash or spam.

We look forward to seeing you and your family at the Social Hour and Annual Meeting on June 15th! Thank you all for your positive support and help to keep Woodlawn Heights a beautiful, safe, family-oriented neighborhood.

## **Mike Robertson from Mike's Garden to Speak at Board Meeting Published May 14, 2019 at 3:00 PM**

Hi Neighbors!

Mike Robertson, owner of Mike's Garden will attend the May 28th WHOA Board meeting at Woodlawn Beach Middle School. Mike will speak for about 30 minutes on how to maintain your lawn.

Mike's Garden is a full service landscape nursery located in Gulf Breeze, Florida. Their staff of landscape specialists enjoy working with homeowners and do-it-yourself gardeners. They offer free advice to help you maintain your home's lawn and landscape in peak condition.

Don't miss out! Be sure to attend the WHOA meeting on Tuesday, May 28th from 6-8pm at Woodlawn Beach Middle School.

## **Termite Season** Published May 14, 2019 at 2:40 PM

Hi Neighbors!

It's that time of year again: termite season. Several neighbors have already reported swarms near them. This part of Florida has multiple types of termites that swarm. Termites are attracted by outside lights and enter through air vents, window sills, and under exterior doors. To reduce your swarm infestation, turn off all exterior lights until mid June when swarming is finished.

You can read more

here: [https://www.freshfromflorida.com/content/download/3145/19791/p01742\\_consumerinfo\\_drywood\\_0910.pdf](https://www.freshfromflorida.com/content/download/3145/19791/p01742_consumerinfo_drywood_0910.pdf)

## **WHOA Board of Directors Meeting** Published May 7, 2019 at 3:42 PM *(updated May 7, 2019 at 3:43 PM)*

There is a WHOA Board of Directors meeting on Tuesday, May 28th, 2019 at 6:00 PM at Woodlawn Beach Middle School.

All WHOA lot owners are welcomed and encouraged to attend.

## **Woodlawn Heights is a "No Soliciting" Neighborhood** Published April 23, 2019 at 7:44 AM

Hi Neighbors!

Recently, there have been several reports of individuals going door to door in Woodlawn Heights saying that they have been sent by the WHOA Board or that they represent Gulf Power in some way. Please note that the WHOA Board would never send a third-party representative or contractor to your home. This is suspicious activity.

Please report all suspicious activity in our neighborhood to the Santa Rosa County Sheriff non-emergency desk. They will want a description of the person. The contact number: (850) 983-1191 or 983-1192

Stay alert and be safe!

Thank you!

## **Clarification on "Friendly Reminder" Letters Published April 16, 2019 at 8:34 AM**

Hi Neighbors,

Last week at least 2-3 board members visited every lot in Woodlawn Heights using a vehicle from the street. Afterwards, 91 "friendly reminder" landscape/yard letters (which included some board members) were mailed addressing the general deterioration of the lawns in Woodlawn Heights. These letters were sent because of visible weeds in yards, curbing area and/or flower beds as well as dead areas as seen from the street. It was agreed that weeds are taking over a number of yards and are spreading to neighboring yards.

What the Board desires is that all Lot owners come into compliance with the Covenants and ARC Guidelines by destroying weeds on their Lots and replanting dead areas. These actions will help to preserve and improve the attractiveness of Woodlawn Heights and continue to make it a desirable option for potential home buyers.

If you received a letter, it was because at least 2-3 Board members noted a number of weeds and/or brown or vacant spots in your Lot. The Board is requesting that all Lot owners regularly remove/kill all weeds on their Lot and resod dead areas. After weed removal, you may only have to resod small areas. Other Lots will have to resod the entire Lot. Mowing over weeds to hide them is not an option.

To clarify:

- If the sod on your Lot is in generally good condition, weeds can be removed/treated and you will not have to resod. You are good to go.
- However, many Lots are in terrible shape – killing the weeds means you will have to resod some, if not all, of your Lot.

Please refer to the action date on your letter to avoid incurring a fine.

Thank you!

<https://www.scotts.com/en-us/library/weed-control/how-control-poa-annua-lawn>

## **Woodlawn Heights Semi Annual Community Garage Sale Published March 30, 2019 at 11:47 AM**

One Day Only! Mark your calendars! The Woodlawn Heights Semi-Annual Community Yard Sale will take place on Saturday, April 13, 2019 from 8:00am - 2:00pm  
(Rain Date Saturday, April 27th - same time)

The WHOA Board will advertise your community yard sale:

- with a metal sign posted several weeks in advance at the front entrance (it usually says “Welcome to Woodlawn Heights”).
- a week before in the PNJ, Gulf Breeze News and Navarre Press classified ads.
- on Craigslist and Nextdoor apps the week of the event.
- with signs in the divider on Highway 98 the day of the event.

Would you like to volunteer to place signs? Questions? Suggestions? Offers to help? Please email: [board@woodlawnheightshoa.com](mailto:board@woodlawnheightshoa.com)

Take part in your community yard sale! Why not earn some extra cash by getting rid of your unwanted items? These items usually sell like hotcakes:

Gently used clothing

Tools

Furniture

Vintage dishes, glassware, casseroles

Garden tools

Shoes and handbags

Costume jewelry

Games, toys, bicycles

Books

Appliances

Camping gear

Exercise equipment

Need some help pricing your items? Check out these sites:

<https://www.realsimple.com/home-organizing/organizing/garage-sale-pricing>

<http://www.bestgaragesaletips.com/best-garage-sale-pricing-tips.html>

## **WHOA Board of Directors Meeting Published March 12, 2019 at 3:36 PM**

There will be a short WHOA Board of Directors meeting on Monday, April 15th, 2019 at 7:00 PM at 5360 Galberry Lane. The purpose of the meeting is to approve the March BOD Meeting Minutes ahead of the Annual Meeting and elections in June. No other items will be on the agenda.

All WHOA lot owners are welcomed and encouraged to attend.

## **Burning in Woodlawn Heights is Prohibited Published February 19, 2019 at 10:00 AM**

Hi Neighbors!

Recently, a neighbor's yard waste fire caught the woods on fire behind Woodlake Trace. The fire department was called and the fire was promptly extinguished.

Please note that burning yard waste and removed vegetation is prohibited within Woodlawn Heights.

Be safe!

## **WHOA Board of Directors Meeting Published February 14, 2019 at 1:25 PM**

There is a WHOA Board of Directors meeting on Monday, March 11, 2019 at 6:00 PM at Woodlawn Beach Middle School.

All WHOA lot owners are welcomed and encouraged to attend.

## **2019 Annual Assessments are Due Published January 28, 2019 at 8:48 AM**

Hi Neighbors!

Annual Assessments for 2019 were due on January 1st. Your annual assessment dues remain at \$275.00.

If you have not paid your annual assessment and would like to avoid incurring late fees, please be sure that your payment is post-marked no later than January 31, 2019. Payments must be mailed to:

WHOA  
P.O. Box 5458  
1910 Navarre School Road  
Navarre, FL 32566

Thank you to everyone who has paid in a timely manner.

## **Springtime Lawn Maintenance Published January 11, 2019 at 7:59 AM**

Hi Neighbors!

Between now and April 1st is the time of year to get your lawn and sod, shrubs and planting beds in order. The Board will be sending out friendly reminder letters to all Lot Owners whose yards have visible weeds from the sidewalk. Not only do these yards not meet the WHOA Covenants and ARC guidelines, but they also affect the conditions of adjoining neighbor's yards by spreading weeds onto their property. Thanks to all Lot Owners who take good care of their property and abide by the WHOA Covenants and ARC Guidelines.

The WHOA Covenants and ARC Guidelines state: "Sod: Saint Augustine, Centipede, Zoysia, Turf Bermuda or any other turf grasses approved by the ARC shall be used to sod all of the Lot, except: (1) those areas receiving other landscaping or construction improvements; and (2) any

areas where the Owner and ARC agree that the natural characteristics (e.g. very thickly wooded, environmentally sensitive, etc.) do not warrant sod. The back yard must be landscaped, hardscaped, or left undisturbed. Sod shall be carried to the back of the curb of all adjacent streets and to the edge of paved improvements (unless interrupted by an approved planting bed or shrubs). Landscaping Maintenance: Owners of Lots in Woodlawn Heights shall maintain the landscaping on their Lot (and also that area between their Lot line and adjoining Street curb) in a healthy, clean and attractive manner. Landscaping shall in no way detract from the appearance of the neighborhood. Landscape maintenance shall include, but not be limited to, the mowing and edging of all lawn areas; the pruning and authorized cutting of trees and shrubbery according to the type of tree or plant; the removal of weeds and unsightly materials from all planting beds; the maintenance and periodic restoration of mulch in planting beds and shrub areas; edging the street curb, removing debris and dirt from the street directly in front of the Lot; and the fertilizing and watering of all plant materials and lawn. Landscape must be maintained so that weeds are not visible from the sidewalks. All landscape maintenance shall be executed in a manner, and with such frequency, as is consistent with diligent and good property management.