

Halifax Plantation Phases II& III Homeowners Association, Inc.  
NOTICE OF ANNUAL MEMBERSHIP MEETING  
AND  
NOTICE OF BOARD OF DIRECTORS MEETING

**Annual Membership Meeting Notice**

Notice is given that the Annual Meeting of the members of Halifax Plantation Phases II and III Homeowners Association, Inc. will be held at the following date, time, and place:

**DATE: November 8, 2021 (Second Monday in November) at 7:00 P.M.**

**PLACE: Halifax Plantation Golf Club, Banquet Room, 3400 Clubhouse Drive, Ormond Beach, FL 32174**

**PURPOSE: Annual Review of Association Status**

**VOTING CERTIFICATES.** The Association should have on record the Voting Certificate as of your last submittal, which remains valid until changed or revoked. If you plan to be present and vote at the Meeting, and you have not designated one owner to vote, or if title to the parcel has changed to a corporation, partnership, or a trust, or if you wish to change the authorized voter, you must file a new voting certificate with the Secretary prior to the meeting. All owners of the parcel must sign the Voting Certificate. Download a certificate from the HOA website or call the office at (386) 275-1087.

**PROXIES.** If you cannot be present at the meeting, it is important for you to both designate and submit a proxy so that the necessary quorum requirements can be met, and your proxy can vote for you on the issues at the meeting. A Limited Proxy section is included if you want to vote on the specific item requiring unit owner vote. The Proxy form must be signed either by all owners, or by the owner designated on the current Voting Certificate which is on file at the HOA office.

**AGENDA OF MEMBERSHIP MEETING**

1. Call to Order-Election of a Chairperson
2. Unfinished business from prior meetings
3. Reporting
  - Common Property Report
  - Financial Report
  - Discussion on Board of Directors Proposed Budget for 2022
4. New Business: Vote on IRS Rule 70-604
5. Open Forum and Discussion for Members (extended till motion made to adjourn)
6. Adjournment

**BOARD OF DIRECTORS MEETING**

NOTICE IS GIVEN that the Board of Directors of Halifax Plantation, Phases II and III Homeowners Association, Inc. will be held at the following date, time, and place:

**DATE:** November 8, 2021 (Second Monday in November)

**HOUR:** 8:30 pm or immediately following the Annual Meeting.

**PLACE:** Halifax Plantation Phases II & III HOA office, 3500 Merritt Dr., Ormond Beach, FL 32174

**PURPOSE:** Annual Review of Association Status, Adoption of Budget, Election of officers.

**AGENDA:**

1. Election of Officers.
2. Board vote on operating budget for 2022
3. Resolution to transfer 2021 surplus to offset 2022 reserve requirements
4. Discussion and vote on any additional Rules and Regulations.

**DATED: October 18, 2021**

**BY:** \_\_\_\_\_

**Margaret Thiem Bodenrader, Secretary**

Halifax Plantation Phases II & III Homeowners Association, Inc.  
3500 Merritt Drive  
Ormond Beach, FL 32174-3198  
386-275-1087 phone 386-301-4699 FAX  
HalifaxHOA@gmail.com

October 19, 2021

Dear Resident:

On the reverse side of this letter is the formal **Meeting Notice** and **Agenda** for the Annual Meeting of Owners of this Homeowners Association (also known as the “Master Association”). The notice also provides information about Voting Certificates and Proxies. The same page includes the required formal notice of a **Board of Directors Meeting** immediately following the members meeting.

The Proposed **Budget** for 2022 is on a separate enclosure. Although the Board of Directors is responsible for adopting the annual budget, Association members are encouraged to review the budget details and provide input at the annual meeting. The assessment compared to 2021 has remained the same.

**The 2022 Assessment of \$780 is charged quarterly (\$195) and due on January 1, April 1, July 1 and October 1.**

The **Proxy** form enclosed herewith is extremely important because it serves to establish a **QUORUM** for the Annual Meeting. **Please complete and return the form by November 4<sup>th</sup> by 4:00 p.m.** It can be emailed, mailed or dropped off at the office. Later, if you decide to attend the meeting, you can revoke the proxy and vote in person on matters that arise.

**Please make every effort to be at this meeting** since it is your annual opportunity to understand how your Association is operated, to learn about the HOA website and to get updated on the Developer’s projects. Since the past meetings have sometimes exceeded the projected length, the HOA will provide much of the meeting content in written form, thus allocating as much time as possible for resident input. However, this meeting is for the owners, and the staff will stay if necessary, to assure that residents’ concerns are placed in the record and addressed. If you cannot attend the meeting and you have questions regarding your proxy vote, please do not hesitate to e-mail **HalifaxHOA@gmail.com** or call the office at **386-275-1087**.

Sincerely,

Halifax Plantation Phases II & III Homeowners Association, Inc

Board of Directors

Halifax Plantation PH 2& 3 HOA Inc		2021	2022
Number	Description	Budget	Proposed
7010	Landscape Debris- (Arigoni)	\$4,000	\$4,000
7050	Trees	\$6,000	\$5,000
7100	Irrigation	\$17,000	\$15,000
7110	Entrances	\$5,000	\$2,000
7130	Pump Maintenance	\$4,150	\$6,000
7140	Street Light Maintenance	\$4,500	\$4,500
7150	Entrance Wall/Sign Maint.	\$304	\$500
7160	Maintenance Staff Payroll	\$158,260	\$165,000
7170	Uniforms & Safety	\$300	\$300
7250	HP Village & Ribbon Pond	\$40,000	\$40,000
7260	Exterior - Sidewalk Pressure Clean	\$984	\$1,500
7280	Acoma Park Maintenance	\$2,308	\$1,000
7300	Equipment Maintenance	\$8,000	\$8,000
7301	Fuel/Lubricants/HP Golf	\$4,500	\$6,000
7302	Equipment - Trucks	\$3,000	\$3,000
7303	Equipment - Utility Carts	\$2,000	\$2,000
7304	Small Equipment	\$2,000	\$4,000
7400	Trapping Wildlife	\$1,324	\$1,600
7520	Water County	\$4,420	\$4,400
7530	Electric	\$69,949	\$85,000
7600	Sidewalks, Common Grnd Repair	\$9,000	\$9,600
7690	St. Johns Monitoring	\$4,414	\$2,500
7900	Contingency/Miscellaneous	\$300	\$10,000
8001	Turf Grass Mowing Contract	\$165,977	\$183,663
8002	Fert/Weed/Insct Cntrl Contract	\$69,240	\$102,247
8003	Details-Tree&Shrubs Contract	\$13,200	\$14,996
8004	Mulch Contract	\$4,000	\$9,040
8005	Annual Flowers Contract	\$14,700	\$14,843
8006	Pond Areas Mowing Contract	\$15,600	\$17,668
6400	Telephone/Internet/Cable	\$2,327	\$3,427
6500	Insurance	\$28,868	\$30,000
6510	Bookkeeping/Tax Prep/Audit	\$64,120	\$70,000
6532	Income Tax, Other Taxes	\$1,700	\$1,700
6650	Legal - Owner Nonpayment	\$3,219	\$1,500
6655	Legal - Non-owner	\$34	\$0
6660	Bad Debts/Write-offs	\$1,411	\$1,000
6675	Licenses/Permits/Annual Fees	\$438	\$450
6700	Office Charges	\$3,255	\$2,000
6710	DRC Enforcement	\$0	\$100
6715	Bank Charges	\$2,320	\$1,500
6720	Postage	\$1,600	\$1,600
6725	Mailbox Purchases	\$816	\$0
7163	Administrative Payroll	\$59,416	\$73,000
7165	Payroll Emp. Tax & Fees	\$18,262	\$19,000
7166	Payroll Works Comp Insurance	\$9,900	\$8,000
7990	TRANSFER TO RESERVES	\$97,539	\$80,412
8800	Miscellaneous Expense	\$722	\$2,000
9000	<b>DEPRECIATION EXPENSE (non-cash)</b>	\$18,705	\$18,000
	Grand Total Expenses	<b>\$949,082</b>	<b>\$1,037,046</b>
	non-cash depreciation		(\$18,000)
			<u>\$1,019,046</u>

Account Description	2022	Unit Assess. & Other	Inflation Adj /Rounded	Budget Proposed
# Description	(A) Monthly ==> Quarterly	\$65 \$195		
<b>REVENUES</b>				
4000 Assessments	Unit Count (A)	\$ 1,072,500		\$ 1,072,500
4200 Billboard Income		\$ 8,500	\$ 8,500	\$ 8,500
4300 Other- DRC , Fees, etc.		\$ 3,600	\$ 3,600	\$ 3,600
4400 Vacant Lot Mowing		\$ 200	\$ 200	
4500 Interest		\$ -	\$ -	\$ -
4510 Working Capital Interest		\$ 900	\$ 900	\$ 900
4550 Mailbox Income		\$ -	\$ -	\$ -
4600 Reserves acct. Interest		\$ 5,000	\$ 2,500	\$ 2,500
4995 Late Fees			\$ -	\$ -
4700 Stormwater System Fees		\$ 25,000	\$ (12,000)	\$ 13,400
4990 Discounts Taken				

**Income Summary**

REVENUES OTHER THAN ASSESSMENTS	\$ 28,900.00
MEMBER ASSESSMENTS	\$ 1,072,500.00
<b>TOTAL REVENUE</b>	<b>\$ 1,101,400.00</b>

Units Projected Ending <i>prior year</i>	1,340
Units Projected at New Budget Yr end year	1,410
Annual <u>Average # of</u> Homes Paying	1,375
Ass'ment Income (A) transfer to Revenues	\$1,072,500

Reserve Fund	Category	Average Life	Average Life	Replacement Cost Detail	Start 2022	2022	2022	2022	Projected	2022	
		(Average of all sub accounts)	Remain (May be re-evaluated)	See SubSched. Sheet#2	Projected Balance at December 31, 2021	Annual Assess't Before Transfers	2022 Prior Operating Funds Transfer	Annual Assessment After Transfers	Reserves Balance December 2022	Monthly Assess't	
A	Lakes/Ribbon Pond	15	7	\$ 22,307	\$ 10,226	\$ 1,726	\$ 1,726	\$ 11,952	\$ 144		
B	Stormwater Management (see "O")			\$ -	\$ -		\$ -	\$ -	\$ -		
C	Entrance/Trees/Sod	13	5	\$ 45,050	\$ 28,194	\$ 3,371	\$ 3,371	\$ 31,565	\$ 281		
D	Pump Replacement	19	14	\$ 45,990	\$ 27,502	\$ 1,321	\$ 1,321	\$ 28,823	\$ 110		
E	Equipment Replacement	9	1	\$ 20,125	\$ 20,986	\$ -	\$ -	\$ 20,986	\$ -		
F	Heavy Equipment	25	18	\$ 43,000	\$ 38,074	\$ 274	\$ 274	\$ 38,348	\$ 23		
G	Equipment Other	25	21	\$ 38,000	\$ 21,295	\$ 795	\$ 795	\$ 22,090	\$ 66		
H	Utility Vehicles/Trailer	9	1	\$ 54,732	\$ 53,862	\$ 870	\$ 870	\$ 54,732	\$ 73		
I	Sidewalk Replace/Repair	65	38	\$ 1,100,000	\$ 134,186	\$ 25,416	\$ 25,416	\$ 159,602	\$ 2,118		
J	Manlift	25	20	\$ 54,453	\$ 7,993	\$ 2,323	\$ 2,323	\$ 10,316	\$ 194		
K	Pickup Truck	19	5	\$ 36,623	\$ 27,803	\$ 1,764	\$ 1,764	\$ 29,567	\$ 147		
L	Lightpoles and Fixtures	24	20	\$ 156,649	\$ 30,570	\$ 6,304	\$ 6,304	\$ 36,874	\$ 525		
M	Structures	25	22	\$ 86,413	\$ 3,217	\$ 3,782	\$ 22,262	\$ 2,916	\$ 28,395		
N	Irrigation System	30	26	\$ 582,979	\$ 93,837	\$ 18,813	\$ 18,813	\$ 112,650	\$ 1,568		
O	Stormwater /Ponds	15	9	\$ 152,733	\$ 15,273	\$ 15,273	\$ 22,081	\$ 14,517	\$ 51,871		
	General Non- Allocated Excess Prior Years (not Funded for the year)						\$ 63,412	\$ 63,412	Not funded		
					\$ 2,439,054	\$ 513,018	\$ 82,032	\$ 107,755	\$ 80,410	\$ 701,183	\$ 6,701

**Please complete the proxy, scan and email back to: HalifaxHOA@gmail.com  
Or drop it off at the office or put it in the mail.**

**Halifax Plantation Phases II & III Homeowners Association, Inc.  
3500 Merritt Drive, Ormond Beach, FL 32174**

LIMITED PROXY FORM 2021

**It is important that you complete and return this proxy so that a QUORUM can be obtained.**

Please fill in the **property address** and the name of the person you desire to vote on your behalf, the way you wish your vote to be cast for the issues listed below, sign, and return this proxy either by email or mail so that it reaches the Association **no later than November 4th, 2021, 4 p.m.**

*If the Association has on file a Voting Certificate for the unit, only the voter named in that Voting Certificate may sign this Proxy, otherwise all unit owners must sign. IF unsure of your voting certificate status, please contact the HOA office.*

I/We \_\_\_\_\_, being either all the owners of, or the person designated to vote by a valid  
(Printed name/names)

Voting Certificate for the property located at (HALIFAX PLANTATION PROPERTY ADDRESS) \_\_\_\_\_,  
appoints (PRINT NAME OF PROXY HOLDER IF DESIRED) \_\_\_\_\_, or if no name shown,  
the Secretary of the Association as my proxy holder to attend the meeting of the members of Halifax Plantation Phases II & III Homeowners Association Inc., to be held on November 8, 2021 at 7:00 p.m. in the Banquet Hall, Halifax Plantation Golf Club, 3400 Clubhouse Drive, Ormond Beach, Florida 32174, or any adjournment thereof, but in no event longer than 90 days after the date of the meeting indicated herein. This proxy can be revoked at any time at the pleasure of the undersigned. The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxy holder's authority is limited as indicated below:

**Revenue Ruling 70-604 is a tax ruling only. The purpose of this ruling is to allow a homeowners association to avoid taxation on any excess member income (as defined in the Internal Revenue Code) that may inadvertently arise in a given tax year. The ruling states that the members of the Association meet to make the election. The ruling applies to any excess member income.**

**For LIMITED POWERS:** For your vote to be counted on the following specific issue, you must place your **initials** in the space at the left and indicate your vote by placing a **CIRCLE** around the appropriate response.

\_\_\_\_\_ I wish to vote as indicated on the specific issues below:

On IRS Rule 70-604 assigning excess funds from 2021 assessments to be transferred to the 2022 budget and used at the discretion of the Board of Directors for either additional reserves, or for savings or for operational expenses.

**I vote:** (please circle one)      Yes      No      Abstain

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Sign Here: \_\_\_\_\_ or Here \_\_\_\_\_  
**DESIGNATED UNIT OWNER**      **ALL UNIT OWNERS (IF MORE THAN ONE)**

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**Substitution of Proxy (if necessary)**

This section is only used if the assigned proxy holder needs to re-assign the proxy to a third party.

The undersigned, appointed as a proxy above, does hereby designate \_\_\_\_\_ to substitute for me in the proxy set forth above. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Signed: \_\_\_\_\_ and Please Print: \_\_\_\_\_  
**Original Proxy Holder**      **Original Proxy Holder**