

# Oak Grove P.U.D. Homeowners Association, Inc.

2209 COLLIER PARKWAY • SUITE 141 • LAND O' LAKES, FLORIDA 34639

PHONE & FAX: (813) 448-3841 • WWW.OAKGROVEHOA.COM

## 2011 ANNUAL DUES INVOICE

**Enclose this ENTIRE page with your payment in the envelope provided.**

Check out the community website at OakGroveHOA.com!

INVOICE & \* ADDRESS  
 IMPORTANT ADDRESS  
 DOCUMENTS OGXX - Lot XX  
 ENCLOSED ADDRESS

2011 HOA DUES \$117.00  
 OUTSTANDING BALANCE -12/31/10 0.00  
**TOTAL BALANCE DUE \$117.00**  
**AMOUNT DUE BY 3/1/2011**  
*\$25 late fee shall apply after above due date*

Check or Money Order payment: **Please make your check payable to Oak Grove HOA**

\*\*Credit Card payment: **Please charge to:**  VISA  MASTERCARD

\*\*An admin fee of \$10 will be added to the above total for all credit card payments.

Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Verification Code (back of card) \_\_\_\_\_  
 Print name on card \_\_\_\_\_  
 Signature \_\_\_\_\_

## ABSENTEE BALLOT

“The Covenants, Conditions and Restrictions of this Declaration may be amended by an instrument approved by not less than two-thirds (2/3rds) of the Unit Owners...” (584 households). **Every vote counts!** Your Vote is Important! Make your voice heard and return your absentee ballot (*below*) and/or proxy (*see next page*) today if you're unable to attend the meeting in person. **If you have any questions, please contact your HOA President at [President@OakGroveHOA.com](mailto:President@OakGroveHOA.com).**

	<u>For</u>	<u>Against</u>	<u>Brief Explanation of Proposed Amendment</u>
A	( )	( )	To allow home business offices under standards as set forth by the Architectural Committee and Board of Directors.
B	( )	( )	To eliminate requirement for lot owners to maintain the area between property line and pond water's edge. (Area shall be maintained by the Association.)
C	( )	( )	To reduce the total number of Unit Owner votes required to amend a Declaration to one-half (1/2) from two-thirds (2/3).
D	( )	( )	To allow the Violations Committee and Board of Directors to send any notice of a violation by first class mail <u>and/or</u> certified mail, reducing Association costs of such mailings. To also allow for change of official Association address from previously stated Declarant address for submission of accurate mailing of lot owner's Address Change notifications to the Association.

**Election of Board of Directors:** Powers and duties of the Board of Directors are defined in Article VII of the Bylaws. Per Article IV, Section 1 of the Bylaws (as amended), no more than 7 Board of Directors shall manage the board. Currently, 6 positions are filled. Please write in the name(s) of an Oak Grove legal homeowner willing to volunteer as a Board member:

\_\_\_\_\_

**NOTICE OF ANNUAL MEETING OF  
OAK GROVE P.U.D. HOMEOWNERS ASSOCIATION, INC.**

**To all members:**

On **Thursday, March 10, 2011, at 7:00 pm, at Denham Oaks Elementary School, 1422 Oak Grove Blvd., Lutz, FL 33559**, the Annual Meeting of the Association will be held for the purpose of electing Directors, voting on amendments and such other business as may be lawfully conducted.

One-tenth (1/10) of all Association members (88 households) must be present, in person or by proxy, at the meeting, to constitute a quorum and allow for the business to be conducted. It is therefore VERY IMPORTANT, that you either attend the meeting in person or provide a proxy (below).

If you are unable to attend the Annual Meeting and wish to vote, you may appoint a proxy (substitute) to attend the meeting and vote on your behalf. **All proxies count toward the 1/10 requirement for having a quorum.** You may grant general powers, limited powers or both. General Powers will allow your proxy to vote on other issues which might come up at the meeting that do not require a limited proxy. Limited Powers (a/k/a absentee voting) allow your proxy to cast your vote according to your preference on specific issues (such as amendments to documents).

**You can return your signed proxy and absentee ballot to the Association with the payment of your annual dues**, but no later than the scheduled time of the annual meeting. You may withdraw your proxy at any time, in writing. A proxy form and absentee ballot is provided for your use, if needed.

**PROXY**

The undersigned, owner(s) or designated voter in Oak Grove, appoints (**check one**)

\_\_\_\_\_ a) Michelle Garcia, Secretary of the Association, on behalf of the Board of Directors, or

\_\_\_\_\_ b) \_\_\_\_\_ (if you check b, write in the name of your proxy) as my proxyholder to attend the meeting of the members of **Oak Grove PUD Homeowners Association, Inc. to be held Thursday, March 10, 2011, at 7:00 pm, at Denham Oaks Elementary School, 1422 Oak Grove Blvd., Lutz, FL 33559.** The proxyholder 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 proxyholder's authority is limited as indicated below:

\_\_\_\_\_ I hereby grant **GENERAL POWERS** and authorize and instruct my proxy to use his or her best judgment on all other matters, **not included on the absentee ballot**, which properly come before the meeting and for which a general power may be used.

\_\_\_\_\_ I hereby grant **LIMITED POWERS** and specifically authorize and instruct my proxyholder to cast my vote in preference on the following matters as indicated on the absentee ballot below. (For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided on the absentee ballot below).

**Signature required here:** \_\_\_\_\_

Print name required here: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot/Block#: \_\_\_\_\_

**Oak Grove P.U.D Homeowners Association, Inc.**  
**2010 Operating Activity**  
**& Approved 2011 Budget**

	<u>Jan - Dec 2010</u>	<u>2010 Budget</u>	<u>\$ Var</u>		<u>2011 Budget</u>
<b>Regular Assessment Activity</b>		<b>Approved 10/1/09</b>			<b>Approved 9/29/10</b>
<b>Revenues</b>					
Collections	91,632	102,105	(10,473)		102,105
<b>Expense</b>					
General Maintenance	369	6,500	(6,131)		10,000
Insurance	2,867	3,900	(1,033)		3,520
Lawn Maintenance/Landscaping	40,800	50,000	(9,200)		50,000
LCAM services (violations)	-	5,600	(5,600)		5,550
Legal Fees	1,737	15,000	(13,263)		13,480
Membership dues	50	50	-		50
Office expenses	680	1,000	(320)		1,000
Fax & Phone services	137	120	17		145
Pond Inspections	-	1,200	(1,200)		1,500
Pond Maintenance/Repairs	6,680	10,000	(3,320)		10,000
Postage and Delivery	906	3,500	(2,594)		3,500
Postal Box	154	160	(6)		170
Records Storage	1,156	1,160	(4)		1,160
Signs	198	1,000	(802)		400
State Filing Fees	61	65	(4)		65
Utilities: Electric	527	1,500	(973)		600
Utilities: Irrigation	725	1,200	(475)		865
Website costs	144	150	(6)		100
<b>Total Expense</b>	<b>57,191</b>	<b>102,105</b>	<b>(44,914)</b>		<b>102,105</b>
<b>Subtotal</b>	<b>34,441</b>	<b>-</b>	<b>34,441</b>		<b>-</b>
<b>Other Revenues (Expenditures)</b>					
Dues/late fees/other-prior year	3,430	-	-		
Late fees-current year	2,420	-	-		
Violation fines	100	-	-		
Prior year legal fees recovered	548	-	-		
Interest Income	613	-	-		
Reimbursable expenses - Violations	1,905	-	-		
Merchant credit card fees collected	140	-	-		
Merchant credit card charges	(197)	-	-		
Foreclosure maintenance	(415)	-	-		
Bank fees	(51)	-	-		
<b>Total Other Revenues (Expenditures)</b>	<b>8,493</b>	<b>-</b>	<b>-</b>		
<b>Total Revenues over (under) Expenditures</b>	<b>42,934</b>				
				<b>Actual YTD</b>	<b>Spec. Assess</b>
				<b>(2007-2010)</b>	<b>Budget 10/1/2009</b>
<b>Special Assessment - PONDS</b>					
<b>Collections and other revenues:</b>					
Special assessment collections	200	-	200	173,418	175,000
Administrative fees	-	-	-	180	-
Late fees	-	-	-	3,950	-
Interest Income	396	-	-	7,322	-
<b>Total revenues</b>	<b>596</b>	<b>-</b>	<b>-</b>	<b>184,870</b>	<b>175,000</b>
<b>Expenditures:</b>					
Clearing of Ponds	-	-	-	21,250	21,250
Pond Maintenance	38,062	38,062	-	121,914	121,062
Engineering inspections	-	-	-	12,049	15,000
Legal fees	-	-	-	1,428	5,000
Reserves-restricted	-	-	-	-	12,688
<b>Total expenditures</b>	<b>38,062</b>	<b>38,062</b>	<b>-</b>	<b>156,641</b>	<b>175,000</b>
<b>Total Revenues over (under) Expenditures</b>	<b>(37,466)</b>			<b>28,229</b>	<b>-</b>
				<b>Remaining funds available</b>	

*THE BUDGET OF THE ASSOCIATION DOES NOT PROVIDE FOR RESERVE ACCOUNTS FOR CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE THAT MAY RESULT IN SPECIAL ASSESSMENTS. OWNERS MAY ELECT TO PROVIDE FOR RESERVE ACCOUNTS PURSUANT TO THE PROVISIONS OF SECTION 720.303(6), FLORIDA STATUTES, UPON THE APPROVAL OF NOT LESS THAN A MAJORITY OF THE TOTAL VOTING INTERESTS OF THE ASSOCIATION.*

**PROPOSED AMENDMENTS TO THE  
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS  
OF  
OAK GROVE P.U.D. HOMEOWNERS ASSOCIATION, INC.**

**PLEASE NOTE: NEW LANGUAGE IS INDICATED BY UNDERLINING; DELETED TEXT IS INDICATED BY STRIKE THROUGHS, UNAFFECTED TEXT INDICATED BY "..."**

**DECLARATION**

A. **Proposed amendment to ARTICLE VI, Section 7.4 of the Declaration, to read as follows:**

**ARTICLE VI**

**ARCHITECTURAL, MAINTENANCE AND USE RESTRICTIONS**

... *Section 7. Screening or Other Uses.*

... 4. ~~No house or other structure on any residential lot shall be used for commercial or business purposes. This shall not apply to Model Homes so designated by the DECLARANT.~~ Each owner shall refrain from any act or use of his lot which could reasonably cause embarrassment, discomfort, annoyance, or nuisance to the neighborhood.

B. **Proposed amendment to ARTICLE VI, Section 17 of the Declaration, to read as follows:**

**ARTICLE VI**

**ARCHITECTURAL, MAINTENANCE AND USE RESTRICTIONS**

... *Section 17. Ponds.* All ponds owned by the Association which are designed to retain water on a continuous basis shall be restricted for use solely by those Owners whose lots abut such ponds. Only boats which utilize manual or wind propulsion (i.e., canoes, row boats and sailboats) shall be allowed on the ponds. ~~All Lot Owners whose lots abut the ponds shall be responsible for maintenance of the area formed by the extension of their lot lines unto the waters edge.~~ No fences, hedges, walls or any other structures may be erected...

C. **Proposed amendment to ARTICLE VIII, Section 4 of the Declaration, to read as follows:**

**ARTICLE VIII**

**GENERAL PROVISIONS**

... Section 4. The covenants and restrictions of this Declaration shall run with and bind the land, and shall inure to the benefit of and be enforceable by the Association, or the Owner of any Lot subject to this Declaration, their respective legal representatives, heirs, successors and assigns, for a term of forty (40) years from the date this Declaration is recorded, after which time said covenants shall automatically be extended for successive periods of ten (10) years. The Covenants, Conditions and Restrictions of this Declaration may be amended by an instrument approved by ~~not less than two-thirds (2/3rds) of the Unit Owners~~ a majority of votes cast by Owners or their proxies, provided that at least one-half (1/2) of all Owners participate in person or by proxy in such vote. Any amendment must be properly recorded, provided further however, that the Declarant must file (i) the amendments referred to in Article II of this Declaration for the purpose of adding additional property to the Property and for submitting such additional property to this Declaration; and (ii) any amendments hereto required by the Federal National Mortgage Association or Veteran's Administration or Federal Home Loan Mortgage Corporation or similar entities, and (iii) any amendment required by any utility, water management district, or any governmental body or regulatory authority with jurisdiction over the Property, by an instrument executed only by DECLARANT. *Such amendment need not be signed or executed in the manner otherwise provided for herein and shall not require the consent of the Members.*

In any event, this Declaration may not be amended without the Declarant's written consent, so long as the Declarant owns any land in Oak Grove.

D. **Proposed amendment to ARTICLE VIII, Section 10 of the Declaration, to read as follows:**

**ARTICLE VIII**

**GENERAL PROVISIONS**

... Section 10. Notice to Owners. Whenever notices are required to be given hereunder, the same shall be sent to the Owners by regular mail at the address of the Unit situated upon the Lot, except that any notice of a violation of the terms of this Declaration shall be sent by First Class Mail, Certified Mail or Certified Mail, Return Receipt Requested. Such notices shall be deemed given when deposited in the United States mails. Any Owner may change his mailing address by written notice specifically requesting a change of address to the Declarant at: Orsi Development, Inc./Sunfield Homes, Inc., 3001 Tanglewood Drive, Clearwater, Florida, 34621, and to the official mailing address of the Association at the same address or to any address subsequently designated by Declarant or Association from time to time.