

# JESUP'S LANDING HOMEOWNERS ASSOCIATION, INC.

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6972 Lake Gloria Blvd Orlando, FL 32809

Phone: (407) 781-5771      Email: [jmarrero@lelandmanagement.com](mailto:jmarrero@lelandmanagement.com)

## MEETING NOTIFICATION(S)

NOTICE IS HEREBY GIVEN of an Annual Meeting of the Membership, and a Board Organizational Meeting to take place at the following date, time, and location:

**Date:** Tuesday, May 18, 2021  
**Time:** 7:00 PM Sign In      7:15 PM Meeting Start  
**Physical Location:** Outside the Community Clubhouse  
476 Gee Hammock Lane Winter Springs, FL 32708  
**Virtual Meeting Option:** ZOOM Meeting Credentials Below-  
**Zoom Meeting URL:** <https://zoom.us/j/93319577326>  
**Meeting ID:** 933 1957 7326  
**Dial by your location:**  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)

**Annual Meeting & Board Organizational Meeting:** The purpose of the meeting is to elect one (1) Directors to serve a 3-year term on the Board of Directors for **Jesup's Landing Homeowners Association, Inc.** and any business as may be lawfully presented to the membership. All Directors serve on a volunteer basis and without compensation. If you are interested in serving on the Board of Directors, please complete and return the enclosed Notice of Intent to be a Candidate form to be received no later than **Monday, May 10, 2021** for your name to be preprinted on the ballot. Nominations will also be taken from the floor. An organization meeting shall immediately follow to determine the Officer positions.

Note: There will be simultaneous Special Membership Meeting occurring during this meeting. Details on separate page.

**If you are unable to attend this meeting it is very important for you to complete and return your proxy.** A pre-addressed, return envelope is enclosed for your convenience. A quorum at Membership meetings shall consist of 20 percent (20%); 35 lots, of the total voting interest in the Association whether represented in person or by proxy. **A quorum of the Membership must be established for the election of Directors to be held and other Association business conducted.** If you have questions concerning proxies, or how to complete them please contact Joey Marrero, Association Manager, at (407) 781-5771 or via email to [jmarrero@lelandmanagement.com](mailto:jmarrero@lelandmanagement.com).

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## **ANNUAL MEETING AGENDA**

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Annual Meeting of the Membership for the purpose of electing a Board of Directors.

### **Call to Order/ Proof of Notice of Meeting/ Certification of Proxies- Establish Quorum**

### **Approval of Prior Meeting Minutes**

### **Election of Directors**

- Nominations from the Floor

### **Unfinished Business**

### **Committee Reports**

- Landscaping Committee
- Social Committee
- ARC Committee

### **New Business**

- Adoption of Proposed Fining Procedure
- Construction Defect Claim- Membership Vote

### **Open Discussion from the Floor (Sign Up Required)**

### **Adjournment**

Annual Meeting Cannot Be Called to Order Unless 20% of the Membership is Present in Person or By Proxy. If no quorum is present, the Organizational Meeting will not be held.

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## **BOARD ORGANIZATIONAL MEETING AGENDA**

Immediately following the Membership Meeting there will be an Organizational Meeting of the Board of Directors for the purpose of establishing officer positions.

### **Call to Order/ Proof of Notice/ Establish Quorum**

### **Appointment of Board Member Officer Positions**

### **New Business**

- Confirm Next Meeting Date

### **Adjournment**

**Enclosures: Annual Meeting & Organizational Meeting Agenda, Prior Membership Meeting Minutes, Proxy, Intent to Candidate Form, Proposed Fining Procedure. Agenda for Special Membership Meeting, Limited Proxy.**

### **NOTES:**

**If you plan on attending the membership meeting, we ask that you please bring your own chairs. Please also wear masks, and social distance.**

**JESUP'S LANDING HOMEOWNERS ASSOCIATION, INC.**

6972 Lake Gloria Blvd Orlando, FL 32809  
Phone: (407) 781-5771  
Email: jmarrero@lelandmanagement.com

**NOTICE OF INTENT TO BE A CANDIDATE**

I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the **Board of Directors of the Jesup's Landing Homeowners Association, Inc.** for the Annual Election to take place on May 18, 2021 at 7:00 PM at the Community Clubhouse located at 476 Gee Hammock Lane Winter Springs, FL 32708. 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): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CANDIDATE INFORMATION**

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

**PERSONAL BACKGROUND:**

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

**PRIOR ASSOCIATION EXPERIENCE:**

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

**COMMENTS ABOUT BOARD CANDIDACY:**

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

**Please return this no later than Monday, May 10, 2021 for your name to be preprinted on the ballot.**

**PROXY**

Print Name of Each Owner: \_\_\_\_\_

Print Property Address: \_\_\_\_\_

I/we, the Owner(s) of the above property, hereby appoint the following individual:

**CHECK ONE BOX**

\_\_\_\_\_ The Secretary of the Association;

**OR**

\_\_\_\_\_ Insert Name here: \_\_\_\_\_

to serve as my/our proxy at the **Jesup's Landing Homeowners Association, Inc.** Members' Meeting to be held promptly at 7:00 pm, Tuesday, May 18, 2021 at the Community Clubhouse located at 476 Gee Hammock Lane Winter Springs, FL 32708.

(IF AN INDIVIDUAL'S NAME IS NOT INSERTED ON THE LINE ABOVE, THE SECRETARY OF THE ASSOCIATION WILL VOTE THIS PROXY).

**GENERAL POWERS**

I hereby authorize and instruct my proxy to use his or her best judgment on all procedural matters which properly come before the meeting and for the election of directors, if any. This proxy may be used to establish a quorum.

**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. This proxy must be received by the Association no later than the date and time for the meeting.**

**OWNERS MUST SIGN AND DATE PROXY HERE**

Dated: \_\_\_\_\_

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

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

Dated: \_\_\_\_\_

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

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

**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 shall not be valid for a period longer than 90 days after the date of the first meeting for which it was given.)

# **JESUP'S LANDING HOMEOWNERS ASSOCIATION INC.**

## **ANNUAL MEETING OF THE MEMBERSHIP**

**August 25, 2020**

### **MINUTES**

The Board of Directors of the Jesup's Landing Homeowners Association, Inc. held a duly called Meeting of the Membership on August 25, 2020 outside at the Community Clubhouse, located at 476 Gee Hammock Lane Winter Springs, FL 32708 at 7:00 pm, Board members present were Wes Meltzer (President), Kevin Winter (Vice President), Karen Hebert (Secretary), Kristi Coombs (Treasurer), and Michael Cusick (Director). Also, present was Tiffany Castille, LCAM and Jessica Cox, CMCA, AMS of Leland Management, Inc. representing the Management Company. Quorum was established with five (5) Board members present, and fifty-six (56) homeowner lots represented in person or by proxy. Notice of the meeting was posted and mailed to the membership not less than 15 days in advance of the meeting in accordance to Florida Statute. The meeting was called to order at 7:00 pm.

#### **Review & Approval of Prior Meeting Minutes**

1. Meeting minutes from the last Annual Meeting of the Membership held on May 30, 2019 & June 11, 2020 were presented to the Board for review in advance of the meeting. Wes Meltzer made a motion to approve both set of minutes from March 30, 2019 & June 11, 2020 as presented; Kristi seconded the motion, which carried unanimously among the Board.

#### **Election of Directors**

1. There were no candidates that submitted a form in advance of the meeting in order to have their names pre-printed on the ballots. A call for nominations from the floor was opened. There were no nominees volunteered from the floor. There only being one seat open at this election Michael Cusick will remain on the board. The 2020-2021 Board of Directors are: Wes Meltzer, Kevin Winter, Karen Hebert, Michael Cusick and Kristi Coombs.

#### **Unfinished Business:**

1. The board discussed establishing a hurricane committee that would help take the pool furniture in and out in the event of a hurricane. The volunteers for the hurricane committee are Brian Mullen and John Dicus. The new volunteers for the communication committee are Tom Kane, Stephanie Dicus, Allison Day, and Joyce Sanville.
2. The board ratified their motion to unanimously approve invoice number 792730 from Wayne Automatic Fire Sprinkler for \$660 for the alarm system monitoring for coverage period 02/20/20 to 02/20/21 and the motion carried.
3. We discussed a few miscellaneous items in the clubhouse: The board unanimously approved to order two ceiling fans for the pool area and the motion carried. The board unanimously approved Florida Patio to re-sling the broken pool chairs and the motion carried. Also, we discussed a hole in the soffit at the clubhouse that was repaired. Lastly, we discussed having a hole in the drywall inside the gym repaired, inspecting the pavers inside the pool area, and to have the sidewalks pressure washed near Orange Avenue.
4. We reviewed the bulk cable rates from AT&T and Spectrum and discussion followed. AT&T offered only bulk high-speed internet service with a signing bonus of \$21,125 and a monthly billing rate of \$25.95 per owner. Spectrum offered cable and high-speed internet 100 mb with a signing bonus of \$17,100 and a monthly billing rate of \$53.75 per owner. The board passed on this offer at this time.
5. We received an email from Seminole County with their findings from a site inspection of the pond and the July monthly report showing that treatments rendered for both ponds from

Sorko Services. The State of Florida as a whole is currently seeing an outbreak of fish kills statewide which is mostly being attributed to low dissolved oxygen levels. The City of Winter Springs services the ponds monthly and they will continue to monitor this situation. The association will continue to remove the dead fish to deter the vultures.

6. Karen Hebert gave an update on behalf of the landscaping committee; The next phase of landscaping includes hedges and ornamentals installation with a focus near resident entrances. The clubhouse landscaping will also be updated. Landscaping between buildings areas that need attention will be addressed during calendar 2021. Landscaping is an ongoing process, and every area is open to future revisions. Target date for installation is late September dependent on the landscaping crew return to work after recovery from Covid. The Jesup's Landing Community is almost 7 years old. When the community was young, maintenance and repairs were not yet an expense and mulch was purchased, delivered and installed via the HOA as a courtesy and convenience to homeowners. Due to normal repairs and maintenance of an aging community, our budget no longer supports that purchase. Mulch is a homeowner responsibility, and we kindly wish to remind homeowners to purchase the dark brown and/ or chocolate mulch to refresh their landscaping on an annual basis. Any new landscaping especially needs mulch around the base of the plant to retain moisture, discourage weeds and protect from fluctuations in temperature, both high and lows. Many homeowners take great pride and pleasure in adding plants to their landscape. Homeowners are advised to be cautions, because some plants on their property which are not listed on the approved plants list may cause damage to their building/foundation and with those choices, the homeowner assumes the risk.

**New Business:**

1. None at this time.

**Open Floor for Homeowners:**

1. Homeowners asked questions, and all homeowner concerns were addressed accordingly by the Board.

There being no further business to be brought before the Board, a motion was made by Karen, and seconded by Kristi to adjourn the meeting. The meeting was adjourned 8:45 pm.

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Approved, Association Secretary

Prepared by Management for:

Jesup's Landing Homeowners Association, Inc., Board of Directors

Respectfully submitted,

***Tiffany Castille***

Tiffany Castille, LCAM

**Leland Management, Inc.**

**RESOLUTION OF THE BOARD OF DIRECTORS  
JESUP'S LANDING HOMEOWNERS' ASSOCIATION, INC.  
FINING PROCEDURE**

The undersigned being all of the Board of Directors (“Directors”) of the Jesup’s Landing Homeowners’ Association, Inc., a Florida not for profit corporation, (“Association”), do certify that the following Resolution of the Association is hereby adopted by the Directors effective as of May 18<sup>th</sup>, 2021.

WHEREAS, pursuant to Article V of the Covenants of the Association and the Florida Statutes, the Directors for the Association are authorized to promulgate the enforcement of restrictions by means of levying fines and/or suspending use rights.

NOW, THEREFORE, BE IT RESOLVED by the Directors of the Association:

1. Fines shall be set at \$100 per day, not to exceed \$1,000 in total.
2. Appointments to the initial Fining Committee are as follows (*Note: Committee members are subject to change*):
  - a. Carmen Bissoondial
  - b. Tom Kane
  - c. Rachel Novella
3. Owners shall receive a notice 14 days in advance of the Fining Meeting with an invitation to appear before the Committee. The notice shall include the date of the Fining Meeting and the amount of the fine to be imposed and the date the fine/suspension shall begin to be levied.
4. The Fining Committee shall have the authority to approve or disapprove the principal of the fine/suspension based on the criteria that the violation does or does not exist at the time of the Fining Meeting. The Fining Committee shall prepare Meeting Minutes for the official records of the Association.
5. Fining/suspension shall be applied to the owner(s) account no earlier than the next day following the Fining Meeting.
6. Also following the Fining Meeting, a notice shall be sent to the owner providing information regarding the results of the Fining Committee Meeting, the amount of the fine and the date the fine will be applied to the owners account or the date when the suspension shall begin. A fee (currently set at \$50 per occurrence reviewed by the Fining Committee) shall be charged and paid to Leland Management for the administration of these services.
7. Fines total shall be calculated upon the 10<sup>th</sup> day (or the day of compliance) and applied to the owner’s account. A statement will be mailed to the owner.

We hereby certify that the undersigned represent all of the Directors of the Association and is being executed in accordance with the Florida Statutes and the terms of the Association’s Governing Documents.

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Board President Signature

Board President Print Name

Date

**JESUP'S LANDING HOMEOWNERS ASSOCIATION, INC.**

**NOTICE OF TOWN HALL MEETING AND SPECIAL MEMBERSHIP MEETING**

**NOTICE IS HEREBY GIVEN** that a townhall meeting and a special meeting of the members of Jesup's Landing Homeowners Association, Inc. will be held at the time, date, and location specified below:

**Town Hall Meeting**

DATE: Thursday, May 6, 2021

TIME: 6:00 pm

LOCATION: Zoom Meeting via the following link:

<https://zoom.us/j/92834206910?pwd=UWJFM2h4SGdDNkQzbE45bWIyT2xTd09>

Meeting ID: 928 3420 6910 / Passcode: 612028

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

(This information will also be posted on the community website if you have trouble accessing it through here)

**Special Membership Meeting (Voting on Construction Defect Litigation)**

DATE: Tuesday, May 18, 2021

TIME: 7:00 pm Sign In and 7:15 pm meeting start time

PHYSICAL LOCATION: **Outside the Community Clubhouse,  
476 Gee Hammock Lane  
Winter Springs, Florida 32708**

**Note – to encourage social distancing related to Covid-19, Members are strongly encouraged to only attend the meeting at the physical location listed above if they have not yet dropped off a proxy. Members are otherwise encouraged to mail/deliver their proxies in advance and participate via Zoom Meeting (The Zoom link will be posted two days prior to the meeting at the bulletin). If you plan on attending the special membership meeting, we ask that you please bring your own chairs.**

The agenda for the Special Membership Meeting is as follows:

1. Call to order.
2. Proof of notice of meeting.
3. Certification of Proxies.
4. Determination of Quorum.



5. Discussion & Vote on Construction Defect Lawsuit.
6. Adjournment.

Dear Residents of Jesup's Landing:

As many of you are aware, a significant number of buildings in our community have been experiencing construction issues, including issues with roofing, stucco, siding, water intrusion, and other construction issues. An inspection conducted by an engineer has confirmed and identified problems throughout our community. These problems have personally impacted many of you already, and they require correction. Beyond the impact they have on our individual homes, these issues also create the potential for significant financial exposure to the Association as a whole, if they are not properly addressed.

It is the Association's responsibility to investigate these issues, and to prevent our homeowners and members from incurring expenses for repairs that are more appropriately placed with others. Addressing these issues right away is critically important for our community. Not doing so increases the chances of sizable special assessments in the future, if those are necessary to properly repair and maintain the construction defect issues we have seen.

For these reasons, the Board has scheduled TWO meetings: (1) a Town Hall Meeting on **Thursday, May 6, 2021 at 6:00 p.m.** where members are able to ask questions of our attorneys and engineers, and (2) a Special Membership Meeting, held in conjunction with the Annual Meeting of the Membership on **Tuesday, May 18, 2021 at 7:00 pm (sign-in starts) and 7:15 p.m. (meeting start time).** At the Town Hall meeting, a thorough presentation will be made by our expert engineer to explain the construction defect problems observed. You will also have the opportunity to meet our attorneys, be updated on the issues, and ask any questions you may have. The Special Membership Meeting is done for the purpose of actually conducting the vote. We wanted to schedule time in advance of the actual vote so that you can better understand the issues and have time consider your decision before a vote is taken.

The law firm of Ball Janik has agreed to represent the Association in relation to the design and construction defect claims on a contingent-fee basis, which means that unless we terminate the suit before its conclusion (or some other limited occurrence in the representation agreement), the Association will generally not be obligated to pay the attorney's fees associated with the litigation on an ongoing basis. In other words, if the members approve going forward with this arrangement the members will not see an increase in assessments to pay the firms legal fees associated with the lawsuit, absent the limited occurrence set forth above. The purpose of this lawsuit is to pursue claims for damages in order to undertake permanent repairs and work to the buildings and common areas in the community – the more money that is recovered, the less likely that future assessments will be required for such permanent work.

Most importantly, the Special Membership Meeting on May 18<sup>th</sup> will conclude with a vote by the Membership to authorize the Association to proceed with litigation against any parties responsible for the construction defects identified within our community, as well as any other related issues. Any such litigation would be brought through the above-mentioned law firms on a contingent fee basis.

We cannot overstate how important these meetings are, so if you cannot attend in person, please sign and return a proxy so that your voice can be heard. **It is especially recommended that you send in your proxy in advance of the Special Membership Meeting given current uncertainties in holding meetings due to Covid-19.** We appreciate your cooperation and

participation at the scheduled meetings and receiving your proxy in advance of the Special Membership Meeting.

Please note that there has also been a shift in community manager. I have taken over Tiffany Castille's position. If you have any questions or concerns, please feel free to reach out.

**Phone:** 407-781-5771 **Email:** [Jmarrero@lelandmanagement.com](mailto:Jmarrero@lelandmanagement.com)

Dated this 28 day of April, 2021.

Respectfully,

On behalf of the Board of Directors of  
Jesup's Landing Homeowners Association, Inc.

/s/ Joseph Marrero, CAM

Encl.: Proxy

**JESUP'S LANDING HOMEOWNERS ASSOCIATION, INC.**

**PROXY**

The undersigned hereby appoints \_\_\_\_\_, or if I have filled in no name, hereby appoints the President of the Association, with full power of substitution, as my Proxy Holder to attend the meeting of the membership of Jesup's Landing Homeowners Association, Inc. ("Association") to be held on **May 18, 2021 at 7:00 p.m. taking place Outside the Community Clubhouse, 476 Gee Hammock Lane, Winter Springs, Florida 32708** and any adjournment(s) thereof.

This proxy shall be used to establish a quorum as well as to exercise those powers as specified below. 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 full power of written substitution, except that my Proxy Holder's authority is limited as indicated below:

**GENERAL POWERS:** I HEREBY AUTHORIZE AND INSTRUCT MY PROXY TO USE HIS OR HER BEST JUDGMENT ON ALL MATTERS WHICH PROPERLY COME BEFORE THE MEETING AND FOR WHICH A LIMITED PROXY IS NOT REQUIRED AS MAY BE AUTHORIZED BY CHAPTERS 617 AND 720, FLORIDA STATUTES. I ALSO HEREBY AUTHORIZE MY PROXY TO VOTE ON ANY ISSUES LISTED UNDER THE LIMITED POWERS SECTION BELOW IF A "YES" OR "NO" DESIGNATION IS NOT MARKED BY ME.

**LIMITED POWERS:** I SPECIFICALLY AUTHORIZE AND HEREBY INSTRUCT MY PROXY HOLDER TO CAST MY VOTE FOR THE FOLLOWING MATTERS AS INDICATED BELOW:

**I approve for Jesup's Landing Homeowners Association, Inc. to file any and all legal proceedings to pursue claims for construction and design defects, and property damage related to the Jesup's Landing Townhomes development. The amount in controversy is well in excess of \$100,000.00, and I approve for the Association to retain legal counsel and assert said claims against the developer, general contractor, and any additional potentially responsible parties.**

YES [I vote **in favor** of the litigation]

NO [I vote **against** the litigation]

***\*IF YOU WOULD LIKE TO DIRECT YOUR PROXY HOLDER HOW TO VOTE ON THE ISSUE PRESENTED, PLEASE SELECT ONE OF THE ABOVE OPTIONS. IF YOU DO NOT SELECT ONE OF THE OPTIONS ABOVE, YOUR PROXY HOLDER MAY VOTE ON THE ISSUE ABOVE AS HE OR SHE CHOOSES.\****

The undersigned ratifies (or ratify) and confirm(s) 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 revoke all prior proxies previously executed.

\_\_\_\_\_  
Date Signature of Owner or Designated Voter Printed name

**Property Address**

***\*\* If you cannot attend the meeting, please complete and return this proxy to: Leland Management, Attn: Joseph Marrero CAM, 6972 Lake Gloria Boulevard, Orlando, FL 32809 or by email to [JMarrero@lelandmanagement.com](mailto:JMarrero@lelandmanagement.com) so that it is received by no later than 4:00 pm on May 18, 2021.***

.....  
**SUBSTITUTION OF PROXY**

(THIS SECTION IS ONLY TO BE COMPLETED BY THE PERSON DESIGNATED AS THE PROXY HOLDER ABOVE IN THE EVENT THAT THE PROXY HOLDER IS UNABLE TO ATTEND THE MEETING)

The undersigned, appointed as proxyholder above, designates **Wes Meltzer, President**, to substitute for me in voting the proxy as set forth above.

\_\_\_\_\_  
Signature of proxyholder Date: \_\_\_\_\_

THIS PROXY IS REVOCABLE BY THE MEMBER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.