

**English Estates - English Woods Homeowners Association
Meeting Minutes -HOA Board February 10th, 2026**



**February 10th, 2026, Executive Committee Meeting
Location: Hardin’s Residence, 2460 Markingham Road
Meeting commenced: 7:05 p.m.**

Attendees:

Mark Hardin-President, Dustin Smith-VP, Patrice Muse-Treasurer, Lindsay Chancellor-Secretary, John Murphy-Advisory Board, Felicia Verbrycke-Social Committee
Visitor(s): Robert Verbrycke
Online: None

Treasurer’s Report: Patrice Muse

Current Account Balance as of 2/10/26: \$6,826.65

22 paid members out of 557 Residential Properties – 3.9% paid members.

The Treasurer completed a detailed analysis of the status of the properties which was distributed to the Executive Committee.

- **Projected expenses through February 28, 2026: Landscaping (\$275.00), WIX monthly email fee (\$8.40) and annual WIX website plan (\$240), Water (\$65.20), Community Event (\$150). Total expenses: \$702.60.**
- **Projected account balance through February 28, 2026: \$6,124.05**
- **Water expenses reflect continued increases, consistent with the 4% rate increase in October.**
- **\$150.00 allocated for upcoming community event on February 28.**

The projected account balance was reviewed. Historically, the majority of dues payments are received following distribution of the President’s annual letter.

The Association remains financially secure, largely due to estoppel income received in 2025. Estoppel activity has remained flat thus far in 2026.

On average, the HOA receives approximately 18 estoppels annually at \$250 per estoppel.

ADMINISTRATIVE:

- **Stuffing Party held 2/7/26 – Thanks to our helpers, especially Patrice! Mailout completed.**
- **Annual Report to update officers with addition of Dustin Smith and Lindsay Chancellor to Sunbiz.org registry was completed 2/8/26.**

• Proposed 2026 Budget:	\$6,279.00	2026 carryover	Action: Board Approval <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
	\$7,798.00	40% membership	
	\$1,000.00	estoppels deposited in Jan.	
	<u>-\$13,157.27</u>	<u>2026 estimated expenses</u>	
	\$1,919.73	2027 carryover	

- **The proposed 2026 budget was presented for Board review and approved.
If 40% of membership pays dues (consistent with 2025), revenue will be about \$7,800.
The Fall Festival is projected to cost between \$4,000 to \$5,000. Funding will need to be carefully monitored through October.**

Monthly allocation of \$150 is designated for small community events. Additional funding requires Board approval.

- **City of Casselberry Meeting:** Held 2/9/26 and attended by Mark, John, and Felicia, Ordinance 26-1628 was discussed that had a potential change regarding annexation of unincorporated Seminole County residential property. Statement from Commissioners that there were no plans to annex EE/EW by requiring new water utility customers to sign an annexation agreement for water services.
- Mohican Trail landscaping was damaged by frost during the cold snap. This will require funding to replace as needed. Motion made and approved by Board to use Chad Kenroy for landscaping refresh.
Action: Mark to get a quote from Chad
- **2026 Board Election and Governing Documents –** A resident suggested we contact an attorney to review our election of President and Secretary, and to update our governing documents (ByLaws and Articles of Incorporation) for compliance to Florida Statute 720 updates (action to Mark).
 - Attorney Michael Newman said that our Board election was compliant to Statute 720.
 - Fee for review & update of our governing documents is \$950 to \$1200. Action: Board Approval Y ✓N for now, delay this decision until Oct. HOA meeting pending availability of funding.
- Fairwinds account needs update for new officers. Board will meet at Fairwinds on Saturday to update officers on the account.
- Posting of HOA meeting minutes – Where do we want to do this? (Website, FB) Board approved both.
- Resident Communication Initiatives:
 - Proposal for opt-in text messaging service for resident alerts (Felicia researching cost).
 - Discussion regarding early dues payment incentives. (i.e. Pay by X date and receive a discounted rate.)
 - Lindsay to look into her real estate software to gather updated resident emails and contact information to be used for notifying residents of upcoming meetings and events.

HOA'S STANDING COMMITTEES

SOCIAL COMMITTEE – CHAIRMAN: Felicia Verbrycke (Publications, Media/Social Platforms, Editorial WEB Sites)

- In our first 2026 HOA meeting, the Board approved addition of small events and a street competition with prize going to the best one(s) to spur community engagement. A \$150 monthly line item was added to our Proposed Budget for this purpose.
- **Community Event:** Hosted by Lindsay on Saturday Feb. 28th 1-3 PM at her residence. The whole community is invited. Signs were made and Dustin posted at our entrances (4 total). We will also advertise on our social media. We will donate \$150 to this event.
Would anyone like to host this kind of event on your property or street?
- **Block Party:** Permit from Seminole required for street closure.
- HOA meeting signage to be placed in advance to increase attendance.
- If attendance increases, HOA meeting may move to patio location.
- Cost of sign enclosure to protect signage (for the above) will be researched by Dustin
- Put QR code on signage to link to HOA website for meeting details.
- For events, “Suggested Donations” language will be used instead of “For Sale”, unless vendor has proper business license.
- Google Meet platform implemented for the first time. No residents attended.
- Photography/Filming notice signage needed for events in correspondence with photography/videography at community events. Felicia plans on posting photos/videos to the closed Facebook page to boost engagement.
- Resident Business Listings
 - Proposal to build neighborhood business directory.

- Research local businesses and compile CSV list.
- HOA disclaimer required, stating no endorsement to avoid conflict-of-interest.

BEAUTIFICATION: Carol Morrow

- Yard of the Month: Next award will be in April 2026.
- Landscaping Maintenance –
- Do we want to continue using “Lawn Enforcement By the Book” to perform weekly maintenance and color program 3 times per year? If not, we can reduce frequency or we can solicit quotes from new contractors.
 - Mark will rewrite the current RFQ for review by the Board before the next meeting.
- Discussion held regarding placing landscaping contract out for bid:
 - Lawn Enforcement by the Book (current vendor)
 - Chad Kenroy
 - Third contractor to be identified.

STREET ADVOCATE COMMITTEE - CHAIRMAN – shared

- Various problems have been reported with ongoing Oxford construction: Trash & debris not cleaned up after shift, poor maintenance of traffic, construction vehicles parked and supplies stored on private property, sidewalks blocked (danger to kids to/from school), and noise from dewatering equipment. These are reported to John who makes the contractor aware.
- Glastonberry speed data being collected for potential traffic calming.
- Residents are encouraged to notify the Board of traffic concerns.
- Road closings on Oxford Rd and Derbyshire Rd to install storm drains are coming soon.

WELCOMING COMMITTEE - CHAIRMAN: Rowena Howe

- Latest houses and closing dates provided for Welcome baskets that Rowena delivers to new residents.
- Suggestion to create a “Senior Love Basket” in our community for residents who spend most of their time at home alone, to help them feel appreciated was accepted by the Board in January.
 - Four candidates were identified to date
 - Plan to select 1-2 residents per month for basket delivery
 - These baskets are not currently included in the formal budget. Historically, donations have supported this effort.
 - Action: Mark to contact Rowena regarding senior basket initiative.

MEMBERSHIP - John, Mark, and Patrice Co-chairs –

- Estoppel inquiries: 0 total since our last meeting
- Estoppels Issued: 0 total since our last meeting.
- There were 2 estoppels requested and 2 issued so far in 2026.

<u>Estoppel Number</u>	<u>Address</u>	<u>Issue Date</u>	<u>Notes</u>	<u>Closing</u>	<u>Dues Credited</u>
2026-001	1220 Winston Rd	1/7/2026		1/28/2026	2027
2026-002	2318 Castlewood Rd	1/9/2026		1/26/2026	2027

EE-EW Public Works Projects

ENGLISH ESTATES – ENGLISH WOOD OVERVIEW MAP



CITY OF CASSELBERRY UTILITIES WATER MAIN REPLACEMENT.

The above map above is a general overview of the phasing City of Casselberry’s Water Main Replacement within English Estates / English Woods:

The project has been substantially completed. The City’s contractor is addressing clearing up spot issues and clearing out the Laydown Yard on Hunterfield Road. The City’s contractor for Northgate Phase 2 will be moving his equipment and supplies to this area in a few weeks.

Remaining Items of work are:

1. Restoration of pavement markings at the intersections which were impacted by the work.
2. Capping and grout filling the old water mains within the R/W on all roadways in EE/EW Unit 1.

The City’s Northgate Phase 2 Water Main replacement begins on the west side of the intersection of Glastonberry & Hunterfield, then proceeds northward into the Bel Aire subdivision. This is a stand-alone City of Casselberry Utility Department project.

Seminole County’s Oxford Road Sidewalk and Drainage Improvements CIP No. 02107094
Which includes improvements for the City of Casselberry Utility Office Water Main Replacement

This project is approximately 33.3% complete. The contractor has as many as five work crews assigned to various locations along the project alignment. Target completion date of the project is November 30, 2026.

At this time two complete closures are anticipated in order to complete the new storm drainage system. The size of the drainage structures, associated piping and existing underground telecommunications will exceed the available width of a lane closure. Additionally, the construction of the elliptical pipe across Worthington Rd. suggests a total roadway closure with a detour during this work. The planned detour will be posted, and it is expected to last five (5) days.

The installation of a new slotted drain along Derbyshire Rd requires excavation of approximately 6 feet deep and is centered 3 inches from the edge of existing pavement. To maintain a safe work zone offset for the contractor a temporary lane closer was tried and proved not effective. The contractor requested a revision of the Traffic Control to include a total closing of Derbyshire from east of Oxford to Winston. Seminole County Traffic has reviewed and approved this request. The exact date should be within the next three weeks. The work along Derbyshire cannot begin until the work is completed and the detour removed.

OTHER LOCAL ROADWAYS

Seminole County Traffic Engineering has initiated a study of Glastonberry Rd. in response to complaints about speeding from residents. Traffic counts have taken place over the past weeks. Their results and recommendations are not available at this time. Currently the major work effort is the storm drainage and structures along Oxford Rd. between Hunterfield and Markingham.

Next Executive Board Meeting – March 10th, 2026, at 7:00 p.m. at the Hardin’s residence.

Meeting concluded at **9:00 PM**.

Respectfully Submitted,

Mark Hardin, President EE/EW HOA

Lindsay Chancellor, Secretary EE/EW HOA