**Loma Vista Home Owners Association, Inc.**

**5518 Loma Vista Drive E, Davenport, FL 33896**

Dear Loma Vista Homeowner:

The Annual General Meeting is Wednesday, **January 17, 2018 at 6:00 p.m.** at Cagan Crossings Library. The Annual Assessment is **$350.00** and due by January 1, 2018. It is considered late if paid after January 31, 2018.

Please note, a fine of $20.00 per month beginning on February 1, 2018 will be assessed until the dues are paid in full. If the annual dues and fines are not paid by April 30, 2018, a lien may be placed on your property.

Please make your check payable to Loma Vista Homeowners Association and mail to **LVHOA, 5518 Loma Vista Dr. E., Davenport, FL 33896.**

**Annual Meeting Agenda**

* Attendance and certifying of proxies
* Proof of notice of meeting
* Report of Officers
* Reading of 2017 Board Minutes and Recap of 2017
* 2017 Year End Financial Report
* Consideration and Adoption of 2018 Budget recommendations
* General Discussion

**Loma Vista Website –** [**www.lvhoa.com**](http://www.lvhoa.com)

**Recommended Neighborhood site/app –** [**www.nextdoor.com**](http://www.nextdoor.com)

Two board members are retiring in January; therefore we are looking for volunteers to fill the positions of Treasurer and Secretary. Please see attached form. We would also like to update our records with your email address on the attached form for all home owners.

If you have any questions, please contact myself or a member of the board.

Sincerely,

Jennifer Kibby

Secretary

Loma Vista Homeowners

**Board Members:**

President David King [king.dave42@gmail.com](mailto:king.dave42@gmail.com)

Vice President Mike Westfall [fallwestmike@gmail.com](mailto:fallwestmike@gmail.com)

Treasurer Jack Kibby [jackandtrudy@tampabay.rr.com](mailto:jackandtrudy@tampabay.rr.com)

Co Treasurer/Secretary Jen Kibby [kibbyjen@aol.com](mailto:kibbyjen@aol.com)

ARB Joanne Sands [joannesnds@aol.com](mailto:joannesnds@aol.com)

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**5518 Loma Vista Drive, Davenport, FL 33896**

The Secretary and Treasurer are retiring in January 2018. We need volunteers to fill these spots. If we do not get volunteers, we will have to hire a Property Management Company to handle our Board Member responsibilities.

The open positions:

**TREASURER** (4-6 hours per month)

Some responsibilities include:

* Paying all monthly invoices
* Preparing monthly statements
* Preparing actuals and projected budgets each year
* Tracking all assessments, fees and liens for properties
* Filing and keeping current on taxes, health documentation, insurance

**SECRETARY** (2-4 hours per month)

Some responsibilities include:

* Completing estoppel requests
* Sending letters regarding code violations and liens
* Maintaining homeowner contact list
* Keeping meeting minutes

If you would like to volunteer for one of the positions above, please indicate on the form below. If we do not receive volunteers by January, we will be hiring a Property Management Company. If we have to hire a Property Management Company, there will be an additional annual assessment for 2018 per household of approximately $xxx.00.

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOT# / ADDRESS IN LOMA VISTA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF MANAGEMENT COMPANY or RESIDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERESTED IN:

\_\_\_\_\_\_ volunteer Treasurer

\_\_\_\_\_\_ volunteer Secretary

\_\_\_\_\_\_ neither and understand we may need to hire a Property Management Company

This form is needed to maintain our contact list of home owners. Please return this form with your annual assessment to Loma Vista Homeowners Association, 5518 Loma Vista Dr., Davenport, FL 33896.