

Colonial Hills Homeowners Association, Inc.

PO BOX 3644, Riverview, FL 33568

Notice of Special Members Meeting

To: All members of the Colonial Hills Homeowners Association

From: Board of Directors of the Colonial Hills Homeowners Association

Date: August 21, 2025

Time: 7:00 PM

Location: 12205 Creighton Place, Riverview, FL 33579

Purpose: Member Vote for Special Assessment of \$193.00

The Board would like to get approval to levy a special assessment on each property in Colonial Hills to make corrections and repairs to our storm water drainage system that failed the inspection that was conducted on May 1, 2025 by CES Engineering. CES Engineering gave us an estimate to do the minimum amount of work necessary in order to pass our inspections. The estimate was just under \$20,000. We were also told that if we didn't have the work completed by their contractor that we would be charged another \$1200 to do the re-inspection. Unfortunately, doing the minimum amount of work required would not solve some of the main issues in certain areas that have been causing us issues each year. CES Engineering was fired, and we hired Zoller Engineering to do our re-inspections.

We decided to put more research into our problematic areas and received multiple estimates for correcting those areas so that going forward we could implement a maintenance plan within our budget and we could avoid spending thousands of dollars before each inspection in order to just pass.

Zoller Engineering unexpectedly decided to do the inspections on July 31st because we were asking for extensions from the Southwest Florida Water Management District for all three permits. The three areas that need the most work were underwater, making it difficult to see the amount of work that is required and other areas that need some work barely passed, but only because the system is functioning properly at this time. So, the good news is that phase 2 and phase 4 have passed inspection but unfortunately that does not change the fact that the work we have planned still needs to be done. We could wait 18 months but the costs to correct the problem areas would be more expensive the longer we wait. Phase 1 has still not passed inspection, therefore the repairs in phase 1 are necessary in order to be in compliance with our permits with Southwest Florida Water Management District.

Florida State and Hillsborough County laws require us to be in compliance with all our permits. Failure to comply with these permit requirements can result in enforcement actions. By

collecting this special assessment now, we can avoid having to pay fines, court costs, attorney fees, and monthly receivership fees in addition to the costs of correcting out problem areas increasing as they become more severe.

Our choices are to vote YES for the special assessment of \$193.00 or vote NO and take the chance that each homeowner could end up paying thousands.

Enclosed is a proxy form to allow you to vote by proxy if you cannot attend the meeting. The proxy holder is listed as Angela Logan for your convenience as she will be at the meeting. The proxy form is only valid for this vote at this meeting. The proxy form can be emailed, mailed, or dropped off in our drop box at 12205 Creighton Place. The proxy form must be received before the meeting takes place. Anyone that wants to attend the meeting is encouraged to come to ask any questions you may have. You can bring the proxy form with you or there will be ballots at the meeting to cast your vote.

The special assessment includes the following:

Description	Amount
Contractor for repairing storm water drainage issues	13,000.00
Reseeding and sodding disturbed areas	4,000.00
Re-inspection of all three phases	400.00
Consultation with attorney	1,200.00
Additional administrative costs for postage, ink, etc.	300.00
PayPal fees for collecting special assessment	600.00
Replenish reserves for future maintenance	2,925.00
Delinquent assessments from 2023 and 2024 collected	(3,000.00)
Total Additional Funds Needed for 2025	\$19,425.00

Special Assessment Per Lot: \$193.00

Summary of all repairs

- a. Replacement of damaged MES and removal of cattails blocking MES
- b. Clear inside and 6 to 10 feet around multiple MES and discharge pipes
- c. Remove debris from catch basins, outfall and control structures
- d. Excavate high areas in dry ponds and swales and reseed/sod areas disturbed

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Special Members Meeting Agenda

Thursday August 21, 2025

12205 Creighton Place

Call to Order

1. Introduction

- a. Colonial Hills failed our inspections on May 1, 2025. Everyone has been sent a list of the areas that need repaired or corrected.
 - b. We received multiple estimates.
2. Special Assessment of \$193.00 per property
 3. Why vote YES
 4. Questions from members
 5. Tally Votes
 6. Special Assessment Vote Results
 7. Invoice will be sent immediately – please feel free to make your payment immediately

Close Meeting

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Proxy Form for Special Assessment Vote

Date: _____

Property Owner: _____

Mailing Address: _____

Property Address: _____

Proxy Holder: Angela Logan

Special Member Meeting Details:

Date: August 21, 2025

Time: 7:00 PM

Location: 12205 Creighton Place, Riverview, FL 33579

Special Assessment Issue: Repair areas of storm water drainage system that failed inspection

Special Assessment Amount: \$193.00 (One hundred ninety-three dollars) per property

Instructions: Vote YES to allow the special assessment
 Vote NO to not allow the special assessment

I, _____, hereby appoint Angela Logan, who is another member of the association, to serve as my proxy holder to attend the Special Members Meeting being held on the specified date above to vote on my behalf to the extent that I would be personally present.

I authorize Angela Logan to vote as follows:

☐ **YES** ☐ **NO**

I understand the appointment of proxy shall only be effective during the meeting specified above and is revocable at any time before the meeting.

Signature: _____ Date: _____