

# Hillside

Homeowners Association of Clay County, Inc.  
Post Office Box 1107, Middleburg, Florida 32050-1107  
Email Address: HOAHillside@gmail.com

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## COMMUNITY MEETING NOTIFICATION

Dear Neighbor,

The “Hillside Homeowners Association of Clay County, Inc.” will hold its Annual Meeting on:

**Date: Saturday, March 14, 2026**

**Time: 9:00 AM**

**Location: Sedgwick South Cul-de-sac, Hillside Sub-Division, Middleburg,**

Attendance is crucial, as the bylaws require 51% of the membership to be present (or represented by a signed proxy) to establish a quorum. Coffee and donuts will be provided. If you cannot attend, please complete the attached proxy form, indicating your voting preferences, and sign it. You can:

- Mail or hand-deliver it to any Board Member,
- Drop it off at 3960 Sereno Ct, or
- Have your Proxy Holder bring it to the meeting.

Only one vote per household is allowed, and voting rights are limited to those listed on the property deed unless a voter’s certificate is on file. Association dues must be current.

### Agenda Highlights:

1. Homeowner Sign-In, Roll Call, and Proxy Certification for Quorum
2. HOA President’s Address
3. Review and Approve Minutes from March 15, 2025
4. Approve the Fiscal Budget for 2026
5. Nominate and Vote on New Directors for 2026
6. Vote on By-Laws Revisions (reflecting changes in Florida HOA statutes)
7. Update the AT&T installation in the community
8. Discuss Old and New Business
9. Adjournment
- 10.

**Important note:** AT&T is planning to upgrade their existing infrastructure to a new state of the art fiber to the home network. To do so, they need to upgrade portions of the existing infrastructure within the easements, pole lines, and right-of-way in your community, depending on where the existing network is located. There is no cost to the community. This upgrade work will require digging, underground boring, and boring under driveways, along with the installation of underground vaults flush-mounted to the ground (similar to water meter boxes), connected by underground fiber and conduits at various locations throughout the community within the legally platted utility easements or right-of-way. Most buildings in the community will be affected by the upgrade. AT&T and its construction contractor guarantee that all disturbed areas will be returned to their like condition by the end of the construction project.

During this time, we will see increased traffic and construction workers in your neighborhood.

Flags will be placed, and paint will be used to mark underground facilities. These are for protecting your community's utilities during construction. We ask you and your landscapers not to remove these flags, as it is a state law that they remain in place during construction. AT&T will be starting the upgrades in the next few weeks

Before the meeting, we encourage all members to review the By-Laws, Covenants, and related documents. The updated By-Laws will be in the [Community Meeting Packet](#). Link to the Community Meeting packet:” [Community Meeting Packet](#)”.

We look forward to your participation. Please feel free to reach out with any questions.

Sincerely,



**Steve Markwith**  
**Hillside HOA President**

# Hillside Homeowners Association

## PROPOSED BUDGET ~ 2026

Current as of: 01/26/2025

<b>Beginning Balances</b>	<b>2025</b>		<b>2026</b>
General Operating Account	\$ 2,610.98		\$ 8,584.87
Savings Account	\$ 30,059.37		\$ 15,640.45
Discretionary Fund	\$ 2,000.00		\$ 2,000.00
Unpaid HOA Dues	\$ -		\$ -
Pay Ahead Account	\$ -		\$ -
<b>Begin Cashflow</b>	<b>\$ 34,670.35</b>		<b>\$ 26,225.32</b>
	<b>2025</b>		<b>2026</b>
<b>EXPENSES &amp; LIABILITIES</b>	<b>Payout</b>	Note	<b>Proposed</b>
<b>Maintenance / Repair / Upkeep</b>			
Lawn Care - Entrance & Back of Ponds	5,120.00		5,000.00
Pond Treatment & Misc. Service	2,119.68		2,200.00
Pond Access Pathway - Maint & Upkeep	420.00		1,200.00
Front Entrance Lighting Systems	0.00		200.00
Surveillance Camera Upkeep & T-Mobile	600.00		600.00
Fence - Minor Repairs & Upkeep	1,977.00		150.00
<b>Secretary/Treasurer Expense</b>			
Postage Stamps - Regular Mail	0.00		100.00
Postal Certificate of Mailings	24.00		150.00
Mail Delivery - Certified, Express & Priority	0.00		50.00
<b>Office Supplies</b>			
Copy Paper & Envelopes	0.00		150.00
Printing & Reproduction Services	0.00		200.00
Printer Ink/Toner - Media Expense	466.31		250.00
Administrative Supplies - Misc. Expense	0.00		250.00
<b>Professional Services</b>			
Attorney - Legal Advisement Fees	492.11		500.00
Post Office Box Rental	226.00		220.00
Travel & Misc. Expenses	0.00		150.00
State Required HOA Training	0.00		300.00
<b>Utilities - Electricity</b>			
Clay Electric Cooperative (CEC)	624.00		475.00
Clay County Utility Authority (CCUA)	639.04		225.00
<b>Property Insurance-Fidelity Bonding</b>			
Auto-Owners INS	1,977.00		1,100.00
<b>Federal-State-Local Requirements</b>			
IRS - Association Taxes	2.00		2.00
Florida Uniform Business Report (UBR)	70.00		70.00
State Documentation & County Recording Fees	120.00		120.00
Property Taxes - Clay County	10.00		10.00
<b>Misc. / Untitled - Common Area Upkeep</b>			
Discretionary Fund	0.00		2,000.00
Meeting & Picnic Supplies	76.48		200.00
Flower & Bereavement Fund	51.52		100.00
Backflow Valve Certification	45.00		50.00
Detention Pond - Repair/Fix	8,000.00	2	8,000.00
HOA Website	275.88	1	160.00
Pressure Wash - Front Fence	700.00	3	900.00
Front Entrance Flowers & Labor	0.00	4	300.00
Retention & Detention Pond Signage	0.00		100.00
<b>TOTAL EXPENSES &amp; LIABILITIES</b>	<b>\$ 15,486.02</b>		<b>\$ 16,932.00</b>
Available Funds	\$ 15,370.00		\$ 15,370.00
Over / Under	\$ (116.02)		\$ (1,562.00)

1. **Misc. Expense:** 1. HOA Website 2. Pond Repairs - 8K Allocated

3. Pressure Wash Front Fence 4. Front Entrance Beautification





Please indicate your preference(s) below so that your vote can be counted on the following:

- |     |  | <u>YES</u>               | <u>NO</u>                | <u>ABSTAIN</u>           |
|-----|--|--------------------------|--------------------------|--------------------------|
| A.  | Motion to approve the Annual Community Meeting Minutes of March 6, 2024, as submitted                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B.  | Motion to approve the Fiscal Budget for 2025 as submitted  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C.  | Motion to accept the following members for the 2025 Hillside Board of Directors:                               |                          |                          |                          |
|     |  | <u>YES</u>               | <u>NO</u>                | <u>ABSTAIN</u>           |
| 1.  | Steve Markwith   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.  | Cindi Markwith   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.  | Allen Mitchell   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | Thelton Cox, Sr  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | Debbie Cox   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Kim Gibbs  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Jamie Howard   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | Amanda Roberson  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Jimmy Ingram   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Write in: _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D.  | Motion to approve the By-Laws Revision to bring them up to date with the changes made in the Florida statutes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**OLD BUSINESS**

- D. Motion: \_\_\_\_\_
- E. Motion: \_\_\_\_\_

**NEW BUSINESS**

- F. Write in: \_\_\_\_\_
- \_\_\_\_\_
- F. Write in: \_\_\_\_\_
- \_\_\_\_\_

***ATTESTATION***

(I) or (We), specifically authorize and instruct the proxy holder named on the front side of this form to cast

(My) or (Our) votes in the following matters as indicated above.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Co-Owner