

**BOARD OF DIRECTORS MEETING  
SUTTON LAKES OWNERS ASSOCIATION**

**July 20th, 2020 6:30pm  
1813 Willesdon Dr E**

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:35pm.* Bill Franco, Ian MacKenzie, David La Cognata, Larry McCain, Misty Torres- Property Manager  
**Not Present:** Roman Jones, Lou Haskins
- 2. President's Comments:** Bill Franco
  - Starting a Tuesday food truck night at the front pool
  - Renewing management contract with Signature Realty for 3 years. Will discuss further under old business
- 3. Approval of Minutes:** 06/15/20
  - Motion: David
  - Seconded: Ian
  - All in Favor
- 4. Presentation: Charles Aquatics (Pond Maintenance Company)**
  - Sutton Lakes has 15 ponds that were installed to control storm water from the streets within the community
  - Ponds are regulated by St. Johns River Water Management
  - They are filled oils and lawn chemicals and are not to be entered by humans or animals due to these contaminants
  - Maintenance categories: chemical (treat weeds with chemicals), physical (physically remove weeds/debris, and biological (installation of carp)
  - Carp: scheduled to add carp to all ponds once the carp are ready. Carp do not multiply. Carp eat submersed weeds. Carp should be installed every 3-5 years.
  - Algae: algae is caused by grass clippings from lawns on the ponds and from storm drains, from lawn chemicals (do not fertilize within 2 feet of the edge of the pond), goose droppings
  - Algae can be treated every 2 weeks if the is an overflow of growth
  - Weeds that grow from the pond bottom must be raked, chemicals do not kill the submersed weeds or root systems. The rake boat is a larger boat to the access points must be wide enough to allow pond entry.
  - Pond 2 has had a strong bloom of algae. Billy will focus on this pond and apply extra chemicals.
  - Pond 10 needs a trash pickup
  - Trash in the ponds comes from residents throwing household trash into the ponds and also from people littering the streets. When people throw trash into the street, it makes its way into the storm drains and travels to the ponds.
- 5. Approval of June 2020 Financials:** Misty Torres
  - Utilities: \$5,843.95 (Actual (A))/\$4,750 (Budgeted (B))

- General/Administrative: \$10,932.69 (A)/\$11,896.83 (B)
- Pools: \$13,160.31 (A)/\$6,595.83 (B)
- Security: \$5,603.18 (A)/\$6,108.33 (B)
- Landscaping: \$3,746.64(A)/\$4,458.33 (B)---Back pool palm trimming
- Lakes/Irrigation: \$1,045 (A)/\$1,070 (B)
- Repairs/Maintenance: \$1,325 (A)/ \$816.67 (B)---Front pool house pressure washing/painting
- Capital Project:0
- Year to date: \$221,432.38 (A)/\$234,175.96 (B)
  - Motion: Larry
  - Seconded: David
  - All in Favor

## 6. Management Report:

- Pools:
  - Canopies at back pool:
    - ❖ Being installed this week; footers went in last week
  - Front Pool:
    - ❖ Frog issues. Contacted Hunt's Wild Services to correct.
    - ❖ Bus stop light moved 07/20
  - Back Pool: Camera
    - ❖ DVR died. New DVR system with camera upgrades (\$759) ACTION ITEM
      - Motion: Ian
      - Second: David
      - All in Favor
- Playgrounds:
  - Requested bids for handicapped swing and pool arm
- Entrance Monument Sign:
  - Completed
- Rules and Regulations:
  - Will be distributed once recorded
- Ponds:
  - Pond 2 (Jim's pond)...has now been through 2 algaecide treatments. It will go through 1 more, in July, and will be good to go.
  - The fishery is backed up, so the new carp have not been installed yet.
  - Charles (the owner of Charles Aquatics) and Billy (our tech) have confirmed they will be attending the meeting to discuss the algae issues (which we have this time of year, every year)
- ARC Approvals:
  - 2125 Ardencroft: Roof
  - 11213 Illford: Fence
  - 11206 Willesdon Dr S: Paint
  - 2026 Hollington: Screened patio

- Financials 06/30/20

- Operating: \$272,879.98
- Union Money Market: \$57,808.35
- TIAA Money Market: \$247,632.68
- MTD Budget: \$38,612.66/ MTD Actual: \$41,656.77
- In June and early July, we have collected \$37,464.60 from the work performed by the collections attorney
- Overages for the month of June:
- 6430- Water- We have been running irrigation more due to recent fertilization and heat
- 7826- Pool monitors- we are not truly over. The monitor budget it spread out over 12 months when we only use them for 7 months.
- 7828- the back-pool cameras had to be analyzed (caused overage). We need to replace the DVR. The DVR is outdated, we cannot replace any cameras, as needed, due to the DVR being out.
- 8453- we had our quarterly fountain maintenance performed. This is also budgeted throughout 12 months, versus 4.
- 8478- Building repairs- we had to repair the door jam, frame, and wall covering in the men's room of the front pool
- 8479- fence repairs- replaced panels at the back pool

## **7. Old Business:**

### **A. Renewal of Signature Realty & Management contract:**

- Renews September 1st, 2020
- Renewal for 3 years
- 3% increase year 1; no increase years 2 and 3
- New contracted item: Signature will spearhead the task of keeping the Board and ARC member positions filled.
- Homeowner question: what about RFPs discussed at previous meeting? Bill Franco: an agreement was made between the Board and Signature Realty. The terms were favorable to the Board and Association.

## **8. New Business: N/A**

## **9. Open Forum:**

- Homeowner: What happened to the front monument sign? The granite fell off due to poor workmanship and age/weather. A new piece of granite has been installed and properly secured. The entry side was also better secured to avoid damage.
- Homeowner-neighbor issue on Dusenburg (spoke with Misty privately)
- Homeowner issues on Hendon leading to Hollington: discussed at last meeting. Some items were worked on but not up to par. Management will drive by after the meeting to view and take further action
- Is the dog adoption event still going to happen in 2020? Up to the Board and also availability of the vendors

- Community garage sale postponed. No date has been chosen.

**10. Adjournment:** David/Ian