

**BOARD OF DIRECTORS MEETING  
SUTTON LAKES OWNERS ASSOCIATION  
September 28th, 2020 6:30pm  
1813 Willesdon Dr E**

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:35pm.* Bill Franco, Ian MacKenzie, Roman Jones, Misty Torres- Property Manager  
**Not Present:** Lou Haskins, David La Cognata
- 2. President's Comments:** Bill Franco
  - Board meeting postponed from September 21st due to health issues of property manager.
  - At the last meeting, there was some escalated conversations. This will not continue; if it happens in the future, the person or person(s) will be asked to leave the meeting. If that is not successful, the meeting will be adjourned immediately. Civility is a requirement for future meetings
  - Bill's personal CAM (Community Association Manager) license has been renewed for 2 years.
- 3. Approval of Minutes:** 08/17/20
  - Motion: Roman
  - Seconded: Ian
  - All in Favor
- 4. Approval of July 2020 Financials:** Roman Jones
  - Utilities: \$6,339.84 (Actual (A))/ \$4,750 (Budgeted (B))
  - General/Administrative: \$21,426.17 (A)/ \$11,896.83 (B)
  - Pools: \$11,930.07 (A)/ \$6,595.83 (B)
  - Security: \$5,337.34 (A)/ \$6,108.33 (B)
  - Landscaping: \$3,946.64(A)/ \$4,458.33 (B)
  - Lakes/Irrigation: \$895 (A)/ \$1,070 (B)
  - Repairs/Maintenance: \$3,706.10(A)/ \$816.67 (B)
  - Capital Project:0
  - Year to date: \$275,013.54 (A)/ \$272,788.62 (B)
  - Motion: Roman
  - Seconded: Ian
  - All in Favor
- 5. Management Report:**
  - Pools:
    - Canopies at back pool:
      - ❖ Completed and passed Fire Marshal inspection
      - ❖ Pavers installed and passed city inspection

- Tree work completed at front pool to help expose the light for the bus stop. Misty has to inspect one morning to ensure enough limbs were removed.
- Pools will stay open in October 7 days per week from 10am-6pm
- Playgrounds:
  - Requested bids for special needs swing. Swing is aprox. \$680 for swing and install. No room to install a new structure, they would have to remove one of the infant swings at the front playground. Thoughts? Table until playground equipment is replaced again.
- Christmas Display:
  - Rep will be at October meeting to discuss options and previous issues
- ARC Approvals:
  - 11197 Illford: Paint
  - 1978 Knottingham: Screened Enclosure
  - 1746 Nettington: Fence replacement
  - 11058 Miata: Paint
  - 11336 Doubleday: Pool and deck
  - 1719 Aston Hall: Fence Replacement
  - 1988 Coldfield: Fence Replacement
  - 11066 Pierce Arrow: Fence Replacement
  - 1875 Knottingham Trace: Fence Replacement
  - 1883 Knottingham Trace: Fence Replacement
- Financials 08/31/2020
  - Operating: \$232,111.20
  - Union Money Market: \$57,812.07
  - TIAA Money Market: \$247,800.99
  - Delinquency down \$23,728.33 from July
  - Working on Budget for review at October Meeting
  - August Overages:
    - 6430- Water/sewer
    - 7411- Bad Debt: Collection agreements
    - 7811- Janitorial Supplies: Accounting ERROR: Funds need to be reallocated to code 7826 (pool monitor)

	<b>Year to Date Actuals</b>	<b>Year to Date Budget</b>	<b>Annual Budget</b>
<b>Utilities</b>	41,162.13	38,000	57,000
<b>General/Administrative</b>	93,372.19	97,674.64	145,262
<b>Pools</b>	51,148.72	52,766.64	79,150
<b>Security</b>	46,303.23	48,866.64	73,300
<b>Landscaping</b>	31,288.12	35,666.64	53,500
<b>Lakes</b>	7,385	8,560	12,840
<b>Repairs/Maintenance</b>	17,707.83	6,533.36	9,800
<b>Capital Projects</b>	29,551.62	23,333.36	35,000
<b>Total</b>	317,918.84	311,401.28	465,852

**6. Old Business:** None

**7. New Business:**

A. Always looking for new Board Members

**8. Open Forum:**

- Resident requested that information for upcoming food trucks be posted earlier than the day of. Management- the information is posted as soon as it is retrieved from our agent that sets them up. Sometimes there are changes to schedules or trucks may not book until Sunday (due to larger events). Misty will get with Agent to see if we can get the information a couple of days in advance, when able.
- Dead trees at basketball court. Misty will schedule for removal.
- Management to send tow notice to trailer on Willesdon E
- Sutton Fest: No festival in 2020 due to Covid

**9. Adjournment:** Bill/Ian 6:59pm