

**MINUTES
SUTTON LAKES OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING— DECEMBER 14, 2015
SUTTON LAKES GAZEBO
JACKSONVILLE, FL**

PRESENT: President Bill Franco; Treasurer Roman Jones; Vice President Gregg Anderson; Director Donald Salter; Secretary Zelma Rollins; Property Manager Brent Heinselman.

NOT PRESENT: Donna Vivona, Director

ESTABLISH QUORUM/CALL TO ORDER: Bill Franco recognized a quorum of the Board was present and called the meeting to order at 6:31 p.m.

APPROVAL OF MINUTES – November 16, 2015 Board Meeting: Roman Jones moved to approve the minutes as presented. Don Salter seconded and the motion was approved.

PRESIDENT’S COMMENTS:

Bill Franco commented on the holiday lights. He suggested the Board add more lights each year.

FINANCIAL REPORT: Roman Jones presented the November 2015 Month-End Financial Report, including expenses, income, and delinquencies.

Gregg Anderson made a motion to accept the financial report. Zelma Rollins seconded and the motion was carried.

PROPERTY MANAGER’S REPORT:

GrassTech has completed the removal of the junipers and installed sod in its place, as well as adjusted the irrigation system.

Replacement sections for the fence damaged on Atlantic Blvd. are on order. The fence is a special order and could take 3-4 weeks due to the holidays.

A proposal to replace all 8 flood lights at the entrance for \$1000-\$1100 was discussed by the Board. They will be replaced by LED’s, which last longer and use less energy.

Zelma Rollins made a motion to accept the proposal. Don Salter seconded and the motion was carried.

COMMITTEE REPORTS:

The ARB will be meeting to implement the new inspection form.

OLD BUSINESS:

The Board reviewed and discussed the 2016 Budget. Money will be allocated for a review of the financials by a CPA. The budget will remain the same with no increase in dues. Gregg Anderson made a motion to accept the Budget. Zelman Rollins seconded and the motion was carried.

The Board reviewed proposals for picnic tables at the pools. Quotes ranged from \$4,784 to \$5,694 for 4 picnic tables and concrete pads(not including shipping). Gregg Anderson made a motion to accept the proposal for \$4,784 for 4 picnic tables and concrete pads. Zelman Rollins seconded and the motion was carried. Don Salter abstained.

NEW BUSINESS:

The Board discussed violations at 1902 WDE. The owner has trash, debris, boats, and a tent in view. As well as a mismatched fence. Fining procedures are in place and the attorney will review for further action.

Open Forum:

Officer Spencer briefed the Board on activity in the neighborhood.

ADJOURNMENT: Zelma Rollins moved to adjourn the meeting at 7:55 p.m. Gregg Anderson seconded the motion and it was unanimously approved.
