

**BOARD OF DIRECTORS ANNUAL MEETING AND ELECTION  
SUTTON LAKES OWNERS ASSOCIATION**

**February 20th, 2017**

**6:00p.m.**

**George Moore Chevrolet  
10979 Atlantic Blvd 32225**

Draft to be approved at the March Board Meeting. Will be adopted at the 2018 Annual Board Meeting.

**1. Roll Call:** *Quorum established. Meeting called to order at 6:00pm.* Gregg Anderson-President, Bill Franco-Vice President and John Chapman-Director Roman Jones-Treasurer, Zelma Rollins-Secretary, Misty O'Connell-Property Manager

**2. Certification of attendance and Proxies**

- Quorum of homeowners not established: Total Homes: 1286  
Needed for Quorum: 424 (33%)
  - Present:
  - Present by Proxy: 17

**3. Approval of Minutes:**

- Approval of 2016 Annual Meeting Minutes
  - Quorum not established. Minutes will be approved at the next scheduled Board meeting

**4. President's Comments:**

- Gregg stated 2016 was a great year. Showed gratitude to the Board members, ARC members, and Management

**5. Report and Approval of January Financials:** Read by Roman Jones

- Motion: Bill
- Seconded: John
- All in Favor
- Management to check on Postage and Security

**6. Committee Report(s)/Comments: N/A**

**7. Nominations and Election of Board of Directors**

- Nominees: Gregg Anderson and Brenda Wallace
  - Due to lack of Quorum, current Board of Directors stands.
  - Brenda Wallace will meet with John and Zelma and discuss the Board expectations

**8. Adjournment of Annual Meeting: 6:10pm**

- Motion: Bill
- Seconded: John
- All in Favor

**9. Call Board Meeting to Order: 6:11pm**

**10. Manager's Report: Read by Misty O'Connell**

- Annual Notes: Coming on as Manager in August of 2016 the focus was ongoing violations and compliance. Management has been working closely with the ARC to form a set of Rules and Regulations, which will compliment and add detail to the Governing Documents of the Association. These new Rules and Regulations will be Recorded and mailed to every homeowner.

**PENDING**

- Landscaping:
  - Waiting on other bids to be completed.
  - Received items necessary from Grass Tech
- Ponds:
  - Overall good condition. Pond 3 still has a low water level.
  - 3 No fishing signs have been added. 1 at Pond 10 and 2 at pond 6.
    - Gregg inquired as to how they were installed. Eric used a stake driver and installed them approximately 6 feet from the bank.
    - John inquired about a State Statute or Code that must be on the sign(s)
- Pool Locks:
  - Kent Locks is scheduled to change the pool locks on Wednesday, February 22<sup>nd</sup>.
- Light Post:
  - Received the check from Progressive. Waiting for parts to come in, for install.
- Food Truck:
  - Everything is in line. We need to choose a day.
- Financial Review and Audit:

- Process has begun. Janice Brown is working closely with Lisa, the accountant, on getting all items needed.
- Spring Newsletter:
  - To contain all pool information...Any Board items?
- Bamboo Fence ARC Issue:
  - Association Attorney has been in contact with the homeowner. He requested for her to get an engineer and contractor to come out and look at the project and figure out how to lower it.

## **COMPLETED ITEMS**

- Reserve Study:
  - Completed. Hard copies given at meeting.
- Lighting:
  - 5 new lights were installed at the front pool house
  - 2 timers were replaced at front pool house
  - Light post added to parking lot outside of the front pool house
- Community Rules and Regulations:
  - Completed. Ready for vote.
    - Roman appreciates the work put in to the Rules and Regulations
    - Gregg reviewed changes to be made
- Front Pool Gazebo:
  - Cleaned. Handyman stated that it was installed correctly, that the plastic has shrunk in the heat. They stretched it out.

## **VIOLATIONS:**

- 11031 Gullwing: Boat in Driveway...original letter returned in the mail.
- 2148 Alfa Romeo: Fishing
- 1963 Sutton Lakes Blvd: Trailer and appliance

## **ARC APPROVALS:**

- 2054 Wyndham Hollow Ct: Flat, wood deck in backyard.
- 1986 Willesdon Dr W: Screened patio in back yard
- 11351 Willesdon Dr S: Driveway paver install
- 11105 Lord Taylor: Roof replacement
- 1760 Aston Hall: Exterior paint and trim
- 11164 Lord Taylor: Driveway extension
- 1852 Aston Hall: Roof replacement
- 1830 Willesdon Dr E: Solar panel install

## **Financials As of January 31st**

- Operating: \$420,877.01
- Union Money Market: \$86,936.04
- Everbank Money Market: \$242,422.66
- Delinquency Balance: \$286,715.98 with \$109,418.55 0-30 days past due.

## **11. Organization of the Board:**

- Bill nominated Gregg as President; John Seconded; All in Favor
  - **President:** Gregg Anderson
- Bill nominated John Chapman for Vice President; Gregg Seconded: All in Favor
  - **Vice President:** John Chapman
- Roman nominated Bill for Treasurer; Gregg Seconded; Bill declined; Bill nominated Roman for Treasurer; Zelma Seconded; All in Favor
  - **Treasurer:** Roman Jones
- Bill nominated Zelma for Secretary; Roman Seconded; Zelma declined; Zelma nominated Bill for Secretary; Gregg Seconded; All in Favor
  - **Secretary:** Bill Franco
  - **Director:** Zelma Rollins

## **12. Old Business:**

- A. Fence install around front playground: Review pricing from Superior Fence
  - Fence needs to be larger. Misty will get new quotes
  - John wants to ensure a double gate is added so equipment can be removed/replaced with harming the fence.
- B. Reserve Study:
  - Check on front pool deck re-surfacing cost

## **13. New Business:**

- A. Front pool deck re-surfacing: Review Bids/Vote
  - 3 proposals reviewed
  - Voted for Crown Pools with the stipulation that they match Henderson Pools price and 1 year warranty. \$30,310
    - Motion: Bill
    - Seconded: Roman
    - All in Favor

**B. Security:**

- Gregg inquired about Officer Spencer's monthly report.
  - Citizen Contact: Officer speaks to residents while onsite
  - Verbal Warnings: Officer gives verbal warnings for traffic violations
  - Parking Violations: Parked the wrong way on the street
    - Officers cannot make vehicles move from in front of other residences, when parked on the city street.
  - Traffic Citation: Moving violations
- Roman inquired about having additional officers out on the weekends during the summer months.

**C. Community Events:**

- Discussion of different community events to hold over the year
- Bill will head a Social Committee

**14. Open Forum:**

- Larry (resident) and multiple JSO officers present. They want Sutton Lakes residents to join the NextDoor App. Can be set up with your phone, through the app store, or sign up via a computer. Residents can make neighbors aware of any issues that arise.
- JSO wants to have a meeting with residents for a crime watch program.

**15. Adjournment: 7:25pm**

- Motion: Gregg
- Seconded: John
- All in Favor