

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

January 16th, 2017

6:30 p.m.

Front pool: 1813 Willesdon Drive E.

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:32pm.* Gregg Anderson-President, Bill Franco-Vice President and John Chapman-Director Roman Jones-Treasurer, Zelma Rollins-Secretary, Misty O'Connell-Property Manager

2. Approval of Minutes:

A. Board Meeting: November 19th, 2016

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

3. President's Comments:

- Gregg stated he believes Sutton Lakes has a good team and looks forward to 2017 with the Board.

4. Report and Approval of December Financials: Read by Roman Jones

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

- Bill expressed gratitude to all that helped the Association come in under budget for 2016.

5. Manager's Report: Read by Misty O'Connell

PENDING:

- Reserve Study: Just sent Charlie Sheppard the final 2016 Financials. The Reserve Study will be completed and ready for review at the next Board Meeting.
- Landscaping:
Reviewed the proposed contract...was not detailed enough. Requested Grass Tech to give specifications on the areas that are to be maintained.
- Ponds:
 - Overall good condition. Pond 3 still has a low water level.

- Pool Locks:
 - Met with Kent Locks last week. Should have proposal by Friday, January 20th. The proposal will include rekeying 5 locks and repairing the door to the men's bathroom at the front pool. I will purchase the master locks (the locks on the chains) at Home Depot.
- Electricity/Lighting
 - Completed a walk-through with the electrician.
 - Items covered:
 - Lighting at the message board
 - Association owned street lights at the entry and beginning of Sutton Lakes Blvd. Some are out. There is a bad photo cell that is causing 2 to stay on at all times.
 - Lighting at the front pool house. Sensor lights need replacing. 3 fluorescent bulbs on the body of the pool house need replacing.
 - Giving a proposal on adding house lights to the gazebo that face towards the picnic tables and field behind the pool. And also, adding a street post at the head of the pool parking lot. We believe that adding lighting will help with the safety and criminal activities that go on in these areas.
 - Will be back later this month to look at the back field.
- Surveillance Cameras
 - I have put calls into multiple companies. The company, S.A.F.E . believes that they can set up their surveillance system on the current cameras that we have. Jonathan Trexler, the S.A.F.E. IT worker will be out to take a look this week. Their system allows for Board Members and Management to login in via an app on a computer and/or smart phone...and view all cameras, zoom in, take screen shots, and holds up to 14 days of playback footage. They will also be pricing the license plate cameras for us.
- Trees:
 - Confirmed that the wooded areas, surrounding the community, are a preserved per SJRWMD.
 - There are two options with the dead trees. Cutting them down and leaving them...or cutting them down and removing. By law, we do not have to remove. There will be a significant price difference.
 - A homeowner recently filed a complaint with SJRWMD because since 2013, homeowners on the Preserve have been cutting down vines and trees...and another home may have put a fence up that is encroaching on the preserve property line.
 - I spoke with an agent of SJRWMD.
 - She wants me to send letters to homeowners that live on the Preserve, letting them know that it is off limits. She also let me know that there are 2 dead trees that need to come down. I must add this to the work done to the front.

- Community Rules and Regulations:
 - The rules that have been in place were distributed to all ARC members for review, changes, and clarifications. Once received by all, I will type up the document and present to the Board at the February meeting.
- No Fishing Signs:
 - 3 signs are in. Waiting for the handyman to give me a time that he can come out and install.
 - John and Gregg suggested placing the signs into the water versus installing them on the banks...to help with vandalism.

VIOLATIONS:

- 1909 Sutton Lakes Blvd: Garage Paint and Fence Replacement
- 11347 Hendon: Siding needs to be pressure washed
- 1914 Willesdon Dr E: Fence needs to be straightened and painted
- 11359 Hendon: Trash containers
- 2112 Alfa Romeo: Trailer/Trash
- 11199 Willesdon Dr S: Miss-matched shingles
- 1922 Willesdon Dr: Trailer in front yard
- 11221 Willesdon Dr S: Vehicle parked in yard
- 11153 Coldfield Dr: Parking in yard
- 11154 Coldfield Dr: Fishing/Trash cans/Lawn
- 11375 Rolls Royce Ct: Roaming cats
- 11031 Gullwing: Boat in Driveway

ARC APPROVALS 08/16-12/16

- 11111 Lord Taylor Dr: Roof Replacement
- 2016 Millington Lane: Painting exterior and Door (Same color)
- 1839 Hornsey Ct: Roof Replacement
- 1896 Willesdon Dr East: Roof Replacement (same color)
- 11364 Sutton Lakes Blvd: roof Replacement
- 11254 Willesdon Dr S: Roof Replacement
- 11340 Knottingham Trace: Roof Replacement
- 11262 Willesdon Dr S: Patio Enclosure
- 1846 Willesdon Dr W: Roof Replacement
- 11042 Pierce Arrow Court: Driveway Pavers/Patio Enclosure
- 11342 Carlsburg Ct: Patio Enclosure
- 11261 Illford Dr: Exterior Painting
- 1955 Willesdon Dr E: Window Replacement
- 11250 Wyndham Hollow Lane: Fence Replacement
- 11225 Ardencroft Dr S: Fence Replacement
- 1884 Hornsey Ct: Window/Door Replacement
- 1904 Willesdon Dr W: Fence Replacement
- 1990 Hollington Dr: Fence Replacement

- 11377 Hendon Dr: Pool installation
- 1681 Huddersfield Circle W: Roof Replacement
- 1718 Aston Hall Dr E: Fence Replacement
- 2041 Millington Lane: Fence Replacement
- 11213 Illford Dr: Roof Replacement
- 11219 Wyndham Hollow Lane: Fence Replacement
- 1751 Aston Hall Dr E: Roof Replacement
- 1855 Willesdon Dr E: Driveway Pavers
- 11225 Ardencroft Dr S: Fence Replacement
- 2006 Coldfield Dr W: Patio Enclosure

FINANCIALS as of December 31st, 2016:

- Operating: \$194,268.46
- Union Money Market: \$86,925.07
- Everbank Money Market: \$242,324.91
- Delinquency Balance: \$181,221.31

6. Committee Reports:

- ARC issue with a homeowner: Original complaint 10/16. Deck/Bamboo Fence over 6ft fence limit.

ISSUE: Homeowner installed a deck around an above ground pool. Project was not submitted to the ARC prior to install. When the homeowner and her family/friends are on the deck, the total height of the deck (including the handrail) is 7.5 feet tall. The neighbors believe this impedes on their privacy. One neighbor complained that people were sitting on her fence while on the pool deck; and she worried about liability issues if someone fell.

- Gregg voiced that he does not want to receive letters to his home, from homeowners.
- The Homeowner with the complaint stated that she has not gotten anywhere with Management; which is why she went to the Board.
- Misty explained that there is a process in place, for this type of complaint, and it does not get resolved overnight. The matter first went before the ARC and the homeowner that installed the deck was to supply options to ensure privacy for both her household and her neighbors. She suggested a fence, fake plants, and/or bamboo.
- Gregg asked if the homeowner can just remove the handrail...and then it will not be over the 6ft limit.
- Roman asked if the deck was over the fence height...when told no, he didn't see an issue.
- The homeowner with the complaint stated that the issue is when they are on the deck...they are towering over her fence looking into her yard and her home.

- Gregg and Roman believe this is not necessarily a violation, if the handrail is removed; it will be below the 6ft fence limit and the homeowners have the right to have the deck...as the neighbors have the right to install blinds to assist with privacy.
- John believes the handrail should be removed.
- Gregg made a point that residents in a 2-story home can see into neighbors' yards and homes. He believes that the fact that an ARC request was not submitted, that that will be the Association's only fight.
- Gregg stated that the matter needs to go before the Association attorney for a legal opinion.

7. Old Business:

- Vote on 2015/2016 CPA to provide Financial Reviews
 - Misty stated that per FL Statutes, the Association is not required to do an annual audit...just a Financial Review.
 - Roman wants an audit done for 2016, since there was a Manager change; and wants a Review done for 2015.
 - 3 bids were provided. The vote was made for Lake Brown and Associates \$7500
 - Motion: Bill
 - Seconded: John
 - All in Favor
- Sutton Fest wrap up
 - John provided a spreadsheet with Suttonfest vendors, contact info, and cost
- Commercial Vehicles
 - John believes that any vehicle with commercial advertising or should be in the garage or off property.
 - Gregg pointed out that the streets are city owned streets, which the Association does not have authority over.

8. New Business:

- Discussion of adding a fence around front playground
 - Misty will get cost
- Roman wants the Association to purchase a key for the flagpole.
- Bill inquired about getting the plastic curtains for the gazebo cleaned.
- Pool Schedule:
 - Back pool open on weekends beginning April 1st
 - Both pools open, 7 days per week May 27th-September 3rd
 - Back pool open on weekends September 9th-October 29th
 - Pools closed as of October 30th, until next pool season
- Bill asked for Misty to come up with a lump sum for overseeing the pool monitors.
- Misty brought up having a Food Truck day.
 - Gregg wants to confirm clean-up

- John suggested using the back field.
- John wants to add the sexual predator list to the website.
 - Misty and Gregg believe it would hurt the Association if added to the site. Residents can look up this item on their own.

9. Open Forum:

- Homeowner inquired about replacing the playground equipment
- Homeowner inquired about aerators for pond 2

10. Adjournment: 7:59pm

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