

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

June 19th, 2017

6:30 p.m.

Front pool: 1813 Willesdon Drive E.

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:31pm.* John Chapman-Vice President; Roman Jones-Treasurer, Bill Franco-Secretary; Brenda Wallace-Director; Misty O'Connell-Property Manager
Not Present: Gregg Anderson-President
- 2. Approval of Minutes:** May 15th, 2017
 - Motion: Bill
 - Seconded: Brenda
 - All in Favor
- 3. Vice President's Comments:**
 - Any issues with people fishing in the ponds? Has stopped in pond 3.
 - Website Options: Misty getting costs
 - License Readers: Misty getting security people out
- 4. Report and Approval of May Financials:** Read by Roman Jones
 - Motion: John
 - Seconded: Bill
 - All in Favor
- 5. Manager's Report:** Misty O'Connell
 - Bradford Monument Sign: AGENDA ITEM
 - General Contractors: Good Call, Inc.
 - Covered by Insurance \$2500
 - Good Call, Inc.: Estimated \$5,400
 - All tiles must be replaced to ensure uniformity of the monument. The most time-consuming part of getting the proposals is getting tiles that match the surrounding monuments and ensuring the etching matches.

- Pools:

- Front pool house pressure washed 06/02
- New skimming nets have been ordered for both pools. Others were falling apart. Pool monitors will be required to skim the pool, as needed, during their shift.
- 5 lounge chairs have been delivered to the front pool.
- New life rings, 2 for each pool, ordered and installed.
- David Gray Plumbing was out 05/30 to inspect the bathrooms at both pools.
 - Back Pool: 1 stall in the lady's room was augured. All drains checked and in good condition. Cracked bowl in men's room needs to be replaced. \$579 (ADA Compliant).
 - Motion: Bill
 - Seconded: John
 - All in Favor
 - Front Pool: All drains and fixtures in good condition.

- Landscaping:

- Trees at front pool scheduled for canopy trim 06/19
- John getting price for trimming the palms at the back pool
- Mulch prices/options being reviewed.

- Ponds:

- 3 Bids in for Aeration. See attached. AGENDA ITEM
- 3 Bids in for Monthly Maintenance. See attached.
- 06/12: Drive through completed with Billy, of Charles Aquatics, John Chapman, and myself. Found addresses blocking certain access points.
- Carp to be added to pond 10 and 3 at the end of June.
 - John and Misty working on easement issues.

- Trip Hazards

- Submitted approved proposal. All Weather Contractors are in process of getting us on the schedule. Weather has become an issue.

- Trees:

- Warming Tree removed 2 dead pines behind 1995 Knottingham Trace Lane.
- Fallen oak tree behind front pool:
 - Warming Tree: \$1,250 (Price went up from original proposal, due to separating the above project and this one)
 - Coastal Trees: Waiting on bid
 - Pittman Trees: Waiting on bid
 - Ogden Tree Service (suggested by homeowner at May Meeting): No response.
- Trees along Atlantic Blvd and Entrance:
 - Warming Tree: \$4,206

- Coastal Tree Service: awaiting updated bid with 250' with 4' clearance at the fence.
- Pittman Tree Service: awaiting updated bid with 250' with 4' clearance at the fence.
- Backflow Preventers: AGENDA ITEM
 - Community has 5 JEA meters and only 4 backflow preventers.
 - The meter at the front pool does not have a preventer. JEA is requiring one to be put on...as there should have been one originally.
 - 05/11: Bob's Backflow (company used the previous years) tested the community backflow preventers.
 - 3 passed
 - 1 failed...needs to be replaced due to leakage and will not open
 - 1 needs to be installed at the meter at the front pool.
 - Bids for replacement and install:
 - Bob's Backflow: \$1,869
 - ASAP Plumbing: \$ 2,183.20
 - Terry Vereen Plumbing: Waiting on proposal
 - David Gray: Will not give a free estimate
- ARC Requests: N/A
 - 1825 Willesdon Dr W: New roof/Same color
 - 11251 Ardencroft Dr S: New glass front door
 - Shed not approved due to lack of fence
 - 2141 Willesdon Dr W: Patio cover, pergola style
 - 11002 Daimler Ct W: New roof
- Financials: As of May 31st
 - Operating: \$371,148.20
 - Union Money Market: \$86,977.18
 - Everbank Money Market: \$242,789.55
 - Delinquency Balance: \$202,083.05 down \$7,160.18 from April.
 - Highest Balance: Sabourin \$8,311.71
 - 11013 Daimler Court: Paid final balance owed (\$542.10) per Safe Harbor. Approval needed for write-off of remaining balance. \$3,505.44+ Junes Fees and Interest.
 - Motion: John
 - Seconded: Brenda
 - All in Favor

6. Committee Reports:

- Eric Littleton, ARC member, suggested looking for additional ARC members. This item will be added to the next newsletter.

7. Old Business:

- A. Mediation for above ground pool deck update
 - Homeowner did not agree to lowering the deck to 2ft or complete removal
 - Mediation is inevitable
- B. Approval of 2015 Financial Review and 2016 Financial Audit
 - Representative from Lake, Brown, and Associates offered, in the future, to come and speak at a Board meeting, to discuss the Financial Review(s) and Audit(s).
 - Motion: Bill
 - Seconded: Roman
 - All in Favor
- C. Tree removal project: *Dead trees to left of entrance, clearing of Atlantic Blvd fence headed west with 4ft clearance, down oak behind front pool*
 - 3 Bids (Warming Tree, Coastal Trees, Pittman Trees)
 - Coastal Trees: \$3300
 - Motion: Bill
 - Seconded: Brenda
 - All in Favor
- D. Aeration of ponds 2 and 10
 - Table till next meeting
- E. Electric to message Board
 - 3 Bids received: KnR, David Gray, American Electrical
 - KnR Electrical: \$3495 Contingent on bid for electric and lighting to other islands
 - Motion: Bill
 - Seconded: Roman
 - All in Favor
- F. Fence at playground
 - Discussion of material to be used...Aluminum versus iron. Brenda does not want the area to turn into a dog park.
 - 3 bids received: Bullard Fence, Home Depot, Superior Fence
 - Bullard Fence: \$6800
 - Motion: Bill
 - Seconded: Roman
 - All in Favor
 - Nay: Brenda

8. New Business:

- Officer Ken Spencer spoke on additional hours for the summer and scheduling. Spencer is currently in place, by Secondary Control, as the scheduler of Sutton Lakes. Misty to get cost of security company and gating the community.
- A. Insurance deductible (\$2500) for Bradford sign repair. 6-week process
 - Motion: Roman
 - Seconded: Brenda
 - All in Favor
- B. Backflow preventer repairs
 - One repair and one install
 - 2 bids received: Bob's Backflow and ASAP Plumbing. David Gray called for a 3rd bid, but will charge a trip charge and testing charge. Priority item.
 - Bob's Backflow: \$1869
 - Motion: Bill
 - Seconded: John
 - All in Favor

9. Open Forum: N/A

10. Adjournment: 8:28pm

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