

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

December 20th, 2017

6:30 p.m.

Front pool: 1813 Willesdon Drive E.

1. Roll Call: *Quorum established. Meeting called to order at 6:34pm.* John Chapman-President; Roman Jones-Treasurer; Bill Franco- Secretary; Misty O'Connell-Property Manager

2. Approval of Minutes: November 20th, 2017

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

3. President's Comments:

- Officer Spencer was unable to attend, due to being on-duty, to discuss security.
 - We will continue to analyze the security and coverage, in order to find out what is best suited for the community.
 - Request Management to create a budget comparison, with actuals, for 2016-2017; for future budgeting purposes.

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

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

5. Manager's Report: Misty O'Connell

- Pools:
 - Back pool leak detection...waiting on results
 - Crown has reported that the tanks are leaking, at the front pool: \$1,673 to replace.
 - Requested a meeting with the service tech to show me the leaks.
- Landscaping:
 - Seed planted, along Atlantic, and directly behind Atlantic Fence
 - New Projects (Grass Tech):
 - Landscape boulders, at back cul-de-sac, to deter traffic from driving through grass.

- Large bush in back field. Investigating to see what it's covering, if nothing, Grass Tech will remove
- Investigating the metal objects, buried in the back field, by the ditch
- Trees:
 - Atlantic tree project, phase 2, is complete
- Front Playground:
 - Playground installation is complete.
- Electric to back field:
 - Notice of Commencement submitted to the city.
 - JEA to install meter before Jan 30th.
 - Location address: 11344 Rolls Royce Ct.
- Electric to Islands:
 - Cost for final island: \$3,318
 - Total paid for 2nd (message board island) and 3rd Island: \$7,220...\$3,610 per island
- Lighting:
 - 2 Lights out on Coldfield reported to JEA: repairs completed (installed LED)
 - Light on ingress side of entry, right lantern is out: JEA still working on
 - New post installed at entrance...new head and lanterns have been ordered
 - Light post has been installed at back playground/parking lot
- Pond Easement:
 - Sending letters, to those homes blocking Easements, January 1st
 - Requesting compliance by 02/02/18
- Rules and Regulations:
 - Sal has now advised to not have them recorded...because we will have to re-record, any time we make changes. He said to mail them to the owners, post on the site, and send a welcome letter when homes transfer possession.
- Pictures with Santa:
 - Approximately 30 families
 - Weather was cold and wet
 - Residents were happy
- Annual Meeting:
 - Will be held at Duval Acura
 - George Moore turned the previously used room into a file room.

- Violations for 01/08/18 Hearing:

<ul style="list-style-type: none"> ➤ Willesdon Dr W: 1806,1807,1812,1819,1824,1825,1830,1853,1852,1861,1858,1864,1867,1873,1870,1890,1886,1894,1903,1904,1909,1910,1915,1916,1926,1932,1933,1945,1957,1963,1968,1980,1981,1987,1992,1998,1999,2053,2068,2077,2085,2117,2118,2126,2133,2134,2142,21158 	<ul style="list-style-type: none"> ➤ Willesdon Dr S: 11166,11190,11191,11199,11213,11214,11221,11222,11229,11230,11237,11270,11278,11286,11318,11326,11327,11335,11358
	<ul style="list-style-type: none"> ➤ Huddersfield Cir N: 11209 ➤ Bugatti: 11179 ➤ Dusenburg: 11095 ➤ Englenook: 11097 ➤ Wyndham: 11199 ➤ Willesdon Dr E: 2136,2125,2119,2095

- Approved ARC Requests:

- 1862 Sutton Lakes Blvd: New roof
- 2110 Willesdon Dr W: side driveway, into back yard, behind gate
- 11034 Englenook Dr: New roof
- 1831 Willesdon Dr E: New roof (no color change)
- 11332 Hendon Dr: New roof

- Financials as of November 30th, 2017:

- Operating: \$122,402.14
- Union Money Market: \$87,043.91
- Everbank Money Market: \$243,401.15
- Delinquency Balance: \$184,540.68 Down \$1,255.68 from November
- Highest Balance: Sabourin \$8,481.21 (Chapter 11)
 - 7414- Suttonfest
 - 7700- Christmas lights deposit
 - 8306- Mulch
 - 8307- Atlantic tree project, Phase 1
 - 8478- Termite bond
 - 8484- Hurricane clean-up/left and right side of entrance/palm trees at back pool
 - Paid 2017...but payment was returned because he tried to pay online, which isn't allowed once the account is handed over to the attorney.
 - Trying to re-finance, found Lien.

6. Committee Reports: None

7. Old Business:

- A. Golf cart housing:
 - Management to begin speaking with patio companies.
- B. Establish Board Liaisons
 - Table until 2018 Board is elected
- C. Christmas light installation review
 - Did not meet Board expectations
 - Will do more in 2019 (lights into the branches of the trees, color lights, more on fences along Atlantic, lights in shrubs at entrance)

8. New Business:

- A. Winter Newsletter
 - Reviewed. Management to add excerpt regarding HOA fees being due and without increase.
- B. Sign 2017 Financial Review contract
 - Signed by John Chapman

9. Open Forum: N/A

- Eric Littleton:
 - Suggested we move the center light post, at the entrance, to replace the fallen post on the right side of the entrance. This will allow for the Association to lower/raise the flag with no interference. This will also ensure that the post tops will match, because the current toppers are no longer made.
- Homeowner of 1830 Willesdon Dr West spoke, on his behalf, due to a violation he received. He explained his hardships and was given an extension for completion to 02/08/18.

10. Adjournment: 7:42pm