

SUTTON LAKES HOMEOWNERS ASSOCIATION

Board Meeting - Minutes

January 16, 2024

6:30 PM

Front Pool

MINUTES

- I. Call to Order:** Meeting was called to order at 6:30 pm by President Brandy Williams. Additional Board Members in attendance were Bill Franco, Linda Brocker and Santizzie Myles. Kyle Lee was absent. A quorum was announced.

- II. Approval of Agenda – Posting Notification:** Notice of the meeting was posted in accordance with Fla. Stat. § 720.303(c)(1)

- III. President’s Report:**
Brandy Williams updated the residents that the Food Truck would be every other Wednesday instead of every Tuesday. Menus are posted to Facebook and the community website. She also informed them of the issues with the geese and that this is a result of the Avian Influenza. A company has been hired to dispose of the geese.

- IV. Treasurer’s Report**
Given by Brandy Williams – Reported to the residents according to the balance sheet provided in the board packet. Motion to approve the treasures report by Linda Brocker and seconded by Bill Franco. Motion carried.

- V. Approval of Meeting Minutes:**
William Franco motioned to approve the November 2023 meeting minutes, seconded by Santizzie Myles, motion carried. Linda Brocker motioned to approve the December 2023 meeting minutes, seconded by Bill Franco, Motion carried.

- VI. Committee Reports - NONE**

- VII. ARC Ratifications:**
11332 Hendon Drive – Exterior Painting
2131 Willesdon Drive E – Fence Installation
1621 Huddersfield Circle W – Siding Repair
1719 Aston Hall Drive E – Siding Repair
11081 Englenook Drive – Replace Driveway with Pavers
1874 Willesdon Drive W – Fence Installation
2161 Alpha Romeo Drive – Shed Installation
11351 Willesdon Drive S – Detached Garage Installation
1994 Knottingham Trace Lane – Replace Windows and Sliding glass door – entire home
1697 Aston Hall Court – Pool Installation – Patio Enclosure
2173 Ardencroft Drive – Window replacement
2125 Willesdon Drive E – Gutter Installation
1730 Nettington Court – Outbuilding Installation
1960 Watford Court – Deck/Patio Enclosure

1995 Knottingham Trace Lane – Roof Replacement
11341 Hendon Drive – Fence Installation
2107 Alfa Romeo Drive - Roof Replacement
1960 Waterford Court – Exterior Painting
2257 Peerless Lane W – Fence Installation
11144 Tiverton Court – Fence Replacement
11383 Aston Hall Drive S – Fence Installation
11221 Willesdon Drive S – Replace & Expand Driveway with Pavers – Move Mailbox
1689 Huddersfield Circle E – Fence Installation
11251 Wyndham Hollow Lane – Fence Installation
2256 Peerless Lane W – Roof Replacement
11082 Englenook Drive – Roof Replacement
1953 Hollington Drive – Roof Replacement
1863 Sutton Lakes Blvd - Roof Replacement
11175 Englenook Drive – Roof Replacement
2038 Hollington Drive – Fence Installation
2134 Willesdon Drive W – Roof Replacement
2113 Willesdon Drive E – Repaint Front Door

Motion made by Bill Franco to approve all ARC approvals except for 11351 Willesdon Drive S and 1730 Nettington Court as there was ongoing discussion regarding these types of buildings. This was seconded by Santizzie Myles. Motion approved.

VIII. **Management Report:** *Given by Shanda Thompson, CAM supplied in the board packet*

IX. **Unfinished Business:** NONE
IX. **New Business:**

- a. Security Consultant – Bill Franco spoke about the liability of the association if there were any type of injury or death associated with someone getting into the pool area. He requested that we hire a Security Consultant to determine if we are fully compliant with our signage and preventative measures regarding the pools. It was determined that we will seek advice from either a security consultant or insurance agent that would be aware of the insurance requirements.
- b. Newsletter – Bill Franco questioned when the newsletter would be completed. It was determined that the newsletter would be completed by the end of the month for distribution.
- c. Status of the back pool – Brandy Williams informed the residents that the back pool has been turned over to the Pool Vendor. It has been completed and inspected.
- d. Pool Opening Dates – Back pool will be open starting the first weekend in April for the weekends only. Both pools will be open 7 days a week from Memorial Day weekend, May 25, 2024, until September 30, 2024. As of October 1, the back pool will be open on weekends only until October 31, 2024. As of November 1, 2024, both pools will be closed for the season.
- e. Update of rear memorial – Bill Franco was requesting an update. This is for a small memorial for a non-resident that was found deceased in the retention area. This is a delicate situation and contact with the family of the deceased has not been made. The homeowners affected were at the meeting and said that they have no problem with the memorial. They believe that it is a JEA Easement that the memorial is on.
- f. Location of Annual Meeting – Awaiting confirmation from Watson regarding room availability. FSCJ where the meeting was held last year is available, however there is

- a fee. A resident mentioned a clubhouse that may be available and would get back to the board once she found out more information.
- g. Progress on Establishing Property Management Office – There has been no progress currently, requested that Shanda Thompson, CAM work on possible solutions.
 - h. Due dates for Annual Assessments, waiving of late & interest fees
Motion made by Linda Bocker and seconded by Santizzie Myles; to waive late fees until March 1, 2024, Motion carried.
 - i. Status of JSO Security – It was determined that we would seek a quote from Giddens Security to do a full 7 days on property. Also, to request security reports from Giddens Security to be uploaded to the community website.
 - j. Revitalization of HOA documents – Bill Franco made a motion, seconded by Linda Bocker to have the Attorney, Sal Palmeri to start the revitalization process, motion carried.

X. Owners Forum

Questions to the board, from owner's, board responded accordingly.

XI. Adjournment: With no further business left to conduct, the meeting was adjourned at 7:48 p.m. by a motion of Bill Franco, seconded by Linda Bocker, motion carried