

SUTTON LAKES HOMEOWNERS ASSOCIATION

Board Meeting - Minutes

March 19, 2024

6:30 PM

Front Pool

MINUTES

- I. **Call to Order:** Meeting was called to order at 6:37 pm by President Brandy Williams. Additional Board Members in attendance were Santizzie Myles and Kyle Lee. Bill Franco and Linda Brocker were 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. **Presentation** - Proteus Protective Services – Officer gave a presentation on their services to the board and residents. They answered resident and board questions accordingly. Protective Enterprises Public Safety was also at the meeting and gave a presentation regarding their services.
- IV. **President’s Report:**
Brandy Williams welcomed the residents that attended the meeting.
- IV. **Treasurer’s Report**
Given by Kyle Lee – Reported that the financials had some discrepancies, and we will table the financials until these items can be addressed.
- V. **Approval of Meeting Minutes:**
Kyle Lee motioned to approve the February 20, 2024, meeting minutes, seconded by Santizzie Myles, motion carried.
- VI. **Committee Reports** - NONE
- VII. **ARC Ratifications:**
11310 Aston Hall Drive – Shed Installation
1909 Sutton Lakes Blvd - Shed Installation
1937 Coldfield Drive W – Window Replacement
11151 Tiverton Trace Court – Replace Driveway with pavers
11340 Knottingham Trace Ct – Window Replacement
1884 Knottingham Trace Lane – Roof Installation
1860 Coldfield Drive W – Fence Installation
1983 Hollington Drive – Paint Exterior of Home
1986 Willesdon Drive E – Basketball Hoop Installation
1198 Peerless Lane – Replace Driveway with pavers – w/stipulation

ARC ratifications were tabled until the ARC Committee and Board of Directors can meet and review the ARC guidelines.

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

IX. Unfinished Business:

- a. Security Contract approval - Tabled until we can get a quote from Protective Enterprises Public Safety.
- b. Status of Newsletter – provided copies to the board. This was sent out in the second mailing for the annual meeting.
- c. Status of Community Association Manager office – quotes, etc. Quotes coming in, need more detail on building type and size. Motion made by Kyle Lee, seconded by Santizzie Myles to convert the back storage unit into the Community Association Managers office. Motion carried.

IX. New Business:

- a. Security Cameras – Tabled until the next meeting, only one quote provided, will obtain additional quotes for review.
- b. Rekeying locks & creating a key log – Motion: Kyle Lee made a motion to rekey or purchase new locks for the pool gates and create a new key log, seconded by Santizzie Myles, motion carried.
- c. Ratify approval of fence quote to replace fence by the back pool scheduled for April 8, 2024 – Tabled until next meeting. Since two out of the three board members that approved this via email were not at the meeting the board members attending did not feel comfortable ratifying this decision.
- d. Schedule meeting between ARC committee members regarding sheds & recreational vehicles – A meeting will be scheduled with the Board and ARC Committee to go over and approve ARC guidelines which the committee is working on creating.
- e. Update on violations and when fines will be applied – Violations are being done consistently. We need to schedule a meeting with the fining committee and ARC committee to comply with the association documents. We will need to schedule a hearing meeting prior to instituting a fine. We need a third member before a fining committee can be instituted. The residents were asked if they were willing to volunteer or know anyone to please contact the association manager.

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 7:55 p.m. by a motion of Brandy Williams, seconded by Kyle Lee, motion carried