

SUTTON LAKES HOMEOWNERS ASSOCIATION

Board Meeting
September 19, 2023
6:30 PM
Front Pool

AGENDA

- I. **Call to Order**: Meeting was called to order at 6:37 pm at the location, time and date listed above. Board members in attendance were Brandy Williams, Bill Franco and Linda Brocker, a quorum was announced.
- II. **Approval of Agenda – Posting Notification**: Appropriate posting of the meeting was made on 09/15/2023 in accordance with Fla. Stat. §720.303(c)(1)
- III. **President’s Report**
 - Brandy Williams welcomed the great turnout of homeowners to the meeting
 - Representation was made at the San Pablo Creek Meeting to address Donna Deegan, Brandy Williams spoke on behalf of Sutton Lakes regarding the Amazon Project
- IV. **Treasurer’s Report**
 - **July Financial Report**: The financials for July were completed by Signature Realty. Sentry finds these to be complete and factual based on the information provided.
 - Operating Cash: \$559,230.47
 - A/R: \$88,898.66
 - Downpayment for back pool was made in the amount of \$78,321.67
 - August Financials were newly received and distributed to the BOD for review as this will be the first set of financials done by Sentry. These will be discussed along with September’s at the October meeting.
- V. **Approval of Meeting Minutes – August 2023**
 - Bill Franco moved, seconded by Linda Brocker to approve the minutes from August 2023, all yes motion carried.
- VI. **Committee Reports**
 - **ARC**: Management reported on approved ARC requests since the last meeting which include: 1621 Hudderfield (Siding); 1719 Aston Hall (Siding); 11332 Hendon Dr (Paint); 1874 Willesdon Dr W (Fence); 11351 Willesdon Dr S (Outbuilding); 1994 Knottingham Trace Ln (Windows); 11081 Englenook (Pavers); 11074 Englenook (Pavers);
 - **Shed Height**: Discussion was had regarding already existing violations of the shed height. Management will be looking through prior records to see if any sheds conflicting with the height were previously approved.
- VII. **Management Report**
 - Amanda Sims presented the manager’s report:
 - Security companies are being interviewed for upgrades to the pool cameras
 - Working on Sutton Fest, 10/28/2023, ideas welcomed
 - First round of violations have been distributed and should be showing up to homeowners in the next week.

- Tenant information is slowing coming in, please advise management of tenants and complete paperwork required
- Options for a manager's office are being to take shape
- Rules & Regulations have been filed with Duval County
- Audit mailers were completed
- Requested a walk through with pond company

VIII. Unfinished Business

- **Basketball Courts**
 - Management is formulating costs to present to the Board
- **Additional Trash Cans at Common Areas:**
 - Potential trash cans were discussed; will be giving more options and costs later. Management to meet with vendor to discuss his thought on options.
- **Pool Hours**
 - Linda Bocker motioned, seconded by Bill Franco to approve the Front Pool being open from 11-7 in the month of September and on weekends in October, all yes, motion carried.
- **Security Cameras**
 - Management has met with 2 security companies. A call has been made to a third. Mr. Franco suggested getting a security consultant. Management with look into that option and report back.

IX. New Business

- **Fining Committee**
 - Linda Bocker moved, seconded by Bill Franco to approve 2 members to the fining committee. All yes, motion carried
- **Manager's Office**
 - Management has been looking at options and waiting on quotes that entail all details including any additional infrastructure costs.
- **Budget Workshop**
 - Management with plan a budget workshop at the convenience of the board in October
- **Flag Protocol**
 - Discussion was had about lowering and raising the flag as suggested. Because it cannot always be guaranteed to be done during exact observances it was a consensus to leave raised moving forward.
- **Back Pool Update:**
 - Discussion regarding the back pool and upgrade in tile. No cost was associated with upgrade. Bill Franco offered his concern regarding why this tile was not previously ordered and why there was change just before installation. Brandy Williams updated the board on Ponte Vedra Pool's reasoning for this.
- **Agenda Posting:**
 - Management will need to find an alternative area to post Board meeting agendas. Will follow up with board regarding new space

X. Owners Forum

- Bill Franco addressed the board and the homeowners regarding the following:
 - Financial Turnover: Management acknowledged that this has been completed
 - Newsletter: It was decided that due to the onboarding process the newsletter would be delayed until first quarter of 2024
 - Yard Sale: Advertising the yard sale was late this year. The management explained there was

some confusion on when it would take place, but did post it on social media and put up the sign. It is a goal to make it more successful in the future.

- Request for Lemonade Stand: Fundraiser was requested for use at the front pool driveway. It is management's opinion that any request to use the property should require insurance from the individual or be vetted by the property's insurance. Requests like these need to be made well in advance and be approved by the board. Future policy will be reviewed.
- Several comments were asked about violations. These are being addressed currently.
- Comments regarding how to get on the board or committees were answered.
- SuttonFest feedback was also appreciated and will be moving forward.

XI. **Adjournment:** With no further business left to conduct the meeting was adjourned at 7:51 pm.