

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

**February 21<sup>st</sup>, 2023**

**FSCJ South Campus/ZOOM**

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:33pm.* Brandy Williams, Bill Franco, Linda Brocker, Kyle Lee, Misty Torres- Property Manager  
**Not Present:** Patrick O'Brien
  
- 2. Certification of attendance and proxies**
  - 12 present
  - 4 ZOOM
  - 12 Proxy
  
- 3. Adoption of 2022 Annual Meeting Minutes: Feb. 2022**
  - Previously reviewed/approved
    - Motion: Bill
    - Second: Kyle
    - All in Favor
  
- 4. President's Annual Report:**
  - Kyle Lee was appointed to the Board after the 2022 Annual Meeting and suggested moving the meetings to Tuesdays versus Mondays.
  - Pocket Park (Alfa Romeo/Willesdon E): Added shade trees
  - Minutes posted after meeting versus waiting until approval at next meeting
  - Hybrid Zoom meetings started
  - Discussion of interchange at Sutton Lakes Blvd and Atlantic. Posted on Social Media the contact information to those in charge of the project. Board and some community members that think it will negatively affect the traffic when leaving the community. Trying to get Councilman to an upcoming HOA meeting
    - Member: Called and spoke with someone with the city and they are not adding an additional light, just moving the light further out of the community, into the intersection. May function better than what we have. City sent information to everyone within 1,000 feet of the intersection.
  - Construction in preserve between Sutton Lakes and Hawkins Cove. Questions will be presented to the Councilman.
  
- 5. 2023 Board of Directors**
  - 7 member Board
  - 4 current members staying on the board
  - 1 Volunteer: Santizzie Myles
  - Bill: The Board needs to meet with Ms. Myles to discuss joining the Board and ensuring that it will be a good fit
  - Misty: The Board does not decide who joins the Board at the Annual Meeting and Election. If there is a volunteer that submits the proper paperwork prior to the meeting, is in good standing with the HOA, there are vacant seats, and there are not

more candidates than there are open seats, that volunteer joins the Board at the Annual Meeting. If someone volunteers at the meeting or prior to the next Annual Meeting, the Board can then meet with that volunteer and later appoint them to the Board.

**6. Adjourn Annual Meeting due to lack of quorum: 7:03pm**

**Regular Board of Directors Meeting**

**1. Open Board Meeting: 7:04pm**

**2. Organization of the 2023 Board:**

- President: Brandy Williams
- Vice President: Linda Brocker
- Treasurer: Kyle Lee
- Secretary: Bill Franco
- Director: Santizzie Myles

**3. Approval of Minutes: December 2022 and January 2023**

- Motion; Bill Franco
- Second: Kyle Lee
- All in Favor
- Bill/Linda Abstain for January because they were not present (Kyle/Santizzie)

**4. Review of Financials: Misty Torres**

• Financials: January

- Utilities: \$3,865.41(A)/ \$4,583.33(B)
- General/Administrative: \$12,955.26(A)/ \$12,767.09 (B)
- Pools: \$2,962.66(A)/ \$7,704.17(B)
- Security: \$6,799.31(A)/ \$6,914.27 (B)
- Landscaping: \$18,356.64(A)/ \$5,112.51(B) (Tree Cleanup)
- Lakes: \$2,000.96(A)/ \$2,007.34 (B)
- Repairs/Maintenance: \$1,161.09(A)/ \$1,083.34 (B)
- Capital: \$0 (A)/ \$22,500 (B) Back pool resurfacing
- Total Expenses: \$48,101.33(A)/ \$62,672.05 (B)
- Year to Date: \$48,101.33 (A)/ \$62,672.05 (B)
- Checking/Reserve Balance: \$406,944.22/\$307,529.30

- Motion: Kyle
- Second: Bill
- All in Favor

- Member: If we budgeted to get the back pool re-done, why would we wait? The cost could go up. Bill: The price has increased significantly (3x). Does it really need to be done now? Need more information before taking on the project.

## 5. Management Report:

- Pools:
  - Still waiting on new inspection
  - ACTION ITEM: Contact Frank's and see if he will come and discuss and a Board Meeting
  - *Spoke to Health Inspector. He is coming back out to take a look at it to see if it is a necessity in 2023 –*
  - *Researching companies with Ponte Vedra Pools (our maintenance company) (marcite/tile replacement/coping/lights)*
    - *Frank's Pools: \$214,934*
    - *Clarkson Pools: \$266,066*
    - *Tempool: \$250,000*
- Tree Cleanup:
  - Completed.
  - Added the bus stop area
  - *This includes the areas around the front pool, basketball court, park, Sutton Lakes Blvd, and Atlantic Blvd.*
  - *There was a dead pine in the front pool fenced area that was also removed.*
- Pressure Washing:
  - Completed
  - *The neighborhood signs, No Soliciting signs, playground sidewalks, and bus stop will be pressure washed February 10<sup>th</sup>*
- Basketball Goals:
  - Received bid of \$11,585.40 (includes removal and installation) (Southern Recreation – Current playground equipment company).
  - Member: Basketball court is one of the most used amenities. Should be invested in. Additional trash cans should also be installed.
  - *Requested pricing from Southern Recreation for new goals/posts. Current ones are outdated and not standard*
- Lakes:
  - Enclosure removed by landscape company. The enclosure was for when irrigation was pulled from the front pond
  - *Requested a proposal from Solitude on building a new enclosure for our front fountain. Current one is deteriorating.*
- Bus stop light at pool house:
  - Fixture replaced and timer set to also come on in the evenings for food trucks
- Landscape lighting along SLB was replaced/repared. Included a new transformer and installation of LED lighting. Fixtures were also replaced where broken/damaged.
- ARC Report:
  - 1860 Aston Hall: Roof (like for like)
  - 11317 Lamborghini: Roof (like for like)

- 11154 Bugatti: Fence along front and back of property to match neighbors
- 11326 Willesdon South: Paver driveway/walkway/back patio

**6. Old Business:**

- A. HOA fee grace period expires March 1<sup>st</sup>.

**7. New Business:**

A. Opening of the Pools:

- Back pool opens for weekends only the first weekend of April
- Both pools open 7 days per week May 27<sup>th</sup>
- Front pool closes: September 5<sup>th</sup> and back pool goes back to weekends only
- Back pool closes the last weekend of October

**8. Open Forum:**

- Member: Light cycle at Atlantic is off. Takes multiple cycles to let vehicles out. Add sign to pull up?
- Graffiti appearing on electrical boxes and posts. Have handyman paint.
- Can we make rules for fireworks? Can get letters for nuisance on non-holidays

**9. Adjournment:** 7:49pm (Brandy/Kyle)