

**BOARD OF DIRECTORS MEETING  
SUTTON LAKES OWNERS ASSOCIATION  
May 16<sup>th</sup>, 2023  
1813 Willesdon Dr E**

1. **Roll Call:** *Quorum established. Meeting called to order at 10:00 am.* Brandy Williams, Kyle Lee, Bill Franco  
**Absent:** Linda Brocker
  
2. **President's Comments:**
  - Welcomed the homeowners to the meeting and thanked them for taking the time to come out.
  - Next, we've asked Sentry Management join today's meeting to answer any questions that you may have.
  
3. **Sentry Management Company:**
  - Janet Morris, Business Development Manager, Lisa Freeman, Regional Director, and LCAM Amanda gave homeowners information on their company and shared their vision for Sutton Lakes.
  
4. **Approval of Minutes: April 18<sup>th</sup>**
  - Motion: Kyle
  - Second: Bill
  - All in Favor
  
5. **Approval of Minutes: May 8<sup>th</sup> Special Meeting**
  - Motion: Santizze
  - Second: Kyle
  - All in Favor
  
6. **Review of Financials: All**
  - Financials: April
    - Utilities: \$3,845.17 (A)/\$4,583.33 (B)
    - General/Administrative: \$3,163.82 (A)/\$12,767.09 (B)
    - Pools: \$5,088.53(A)/\$7,704.17 (B)
    - Security: \$11,484.34 (A)/\$6,914.27 (B) *\*Security costs were more than budgeted, working with bookkeeping to identify the cause.*
    - Landscaping: \$14,106.74 (A)/\$5,112.51 (B) *\*Fraudulent payment of \$7,662.60 – Bank is recouping the funds*
    - Lakes: \$2,000.96 (A)/\$2,007.34 (B)
    - Repairs/Maintenance: \$0 (A)/\$1,083.34 (B)
    - Capital: \$0 (A)/ \$22,500.00 (B)
    - Total Expenses: \$41,654.60 (A)/\$62,672.05 (B)
    - Year to Date: \$147,673.41
    - Checking/Reserve Balance: \$412,212.00/\$ 250,563.62
  
  - Motion: Santizze – **With the exception of the two items \* above**

- Second: Kyle
  - All in Favor
- Approved ARC:
  - 11221 Willesdon Dr S – Exterior Painting
  - 11213 Willesdon Dr S – Exterior Painting
  - 11035 Miata Court – New Roof
  - 11379 Aston Hall Dr S – Driveway Pavers
  - 11311 Willesdon Dr W – Fence Replacement
  - 1994 Knottingham Trace Lane – Roof Replacement

Old Business

**Pool/Gazebo Rental Agreement:**

The Board agreed to the following updates to the pool/gazebo rental agreement:

- After direction from the Association’s attorney the recommendation was to allow the pool to be rented to all homeowners and tenants who are in good standing to rent the front pool when it is closed for the off-season.
- Pool monitor will be on staff during the rental.

**Approval of Pool/Gazebo Agreement with above changes:**

- Motion: Kyle
- Second: Santizze
- Opposed: Bill
- Approved with a 3:1 vote

- **Tree Maintenance on Preserve –**

- If your property is located at a nature preserve, any tree removal or vegetation cutback/removal must be approved by SJRWMD.
- If limbs/vegetation from the preserve are encroaching on your property, you have the right to remove the limbs/vegetation. This is not the responsibility of the Association or SJRWM.

- **New Business**

**Low Balance Write-offs**

In the past we have written off a small number of balances that are on some accounts.

Approval of writing off balances less than \$10

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

**Fraudulent Activity**

There was an invoice sent directly to Signature for payment that appeared to have been sent by Brandy Williams that was paid in the amount of \$7,662.41 for a landscape company. This was discovered after a second request came through. Signature and our Bank are working to get this resolved.

The other item in question was the amount that was paid to Giddens for security services. Signature sent a list of invoices just prior to the meeting for verification but we haven’t had a chance to review it for accuracy.

### **Pool Party Recap**

Gary gave update on the first rental. Everything went well, no issues. We need to ensure that the trash is emptied and chairs are cleaned prior to the events.

#### Open Forum:

- Will there be a full audit prior to the new company taking over.
- Brandy: This is not the normal practice but we are currently under audit for last year, I will follow up on the status of it.
- Is there any update on the proposed intersection? There were surveyors near Atlantic today.
- Brandy: Not to my knowledge. There as a meeting that happened last Monday that was sent last minute and no one was able to attend. We are still unsure of what happened during that meeting.
- When do you anticipate the contract with Sentry will be signed?
- As soon as possible and our attorney is working to get it to Sentry soon.

#### **7. Adjournment: 7:47 pm (Kyle/Bill)**