

BOARD OF DIRECTORS MEETING
SUTTON LAKES OWNERS ASSOCIATION
May 8th, 2023
1813 Willesdon Dr E

1. **Roll Call:** *Quorum established. Meeting called to order at 10:00 am.* Brandy Williams, Linda Brocker, Bill Franco
Not Present: Kyle Lee

2. **President's Comments:**
 - The purpose of today's special board meeting is to finalize the approval of the pool rental agreement because we have a rental that will use the pool soon and we need to get it finalized prior to the event.
 - Next, we've asked one of the finalists from the management companies that we interviewed to join today's meeting to answer any questions that you may have.
 - Welcomed the homeowners to the special meeting and thanked them for taking the time to come out.

3. **Pool/Gazebo Rental Agreement:**
 - The Board agreed to the following updates to the pool/gazebo rental agreement:
 - The rental fee will be \$150 per five-hour rental with \$50 for each additional hour
 - The pool will only be allowed to be rented when the front pool is closed for the off-season
 - We will use the suttonlakeshoa@gmail.com email for all communications for the rental until we can get a new management company established then we will update the agreement with the appropriate phone number.
 - The posted pool rules are to be adhered to during the rental.
 - The agreement states: *In the event alcoholic beverages are served, the Association assumes no responsibility for any service to minors or incidents resulting from alcohol service during rental.*
 - Pool monitor will be on staff during the rental.
 - Management staff must be present during the event, this will be a pool monitor or person designated by the board.
 - The deposit will be returned in 7 days.
 - The pool rental will be limited to homeowners only.
 - Will the renter need to provide homeowners insurance in order to rent?
 - This question will be given to our Board attorney for clarification.
 - We will work to get a concrete slab area set up for renters to be able to bring their grill and use it safely.
 - Maximum number of guests will be limited to 25.
 - For the rental that is scheduled for May 13th – The homeowners will be grandfathered in with the old rates of \$50 non-refundable rental fee plus a refundable \$200 deposit.

Approval of Pool/Gazebo Agreement with above changes:

- Motion: Bill
 - Second: Linda
 - All in Favor
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- Back Pool – Could we remove the planter and add a trashcan

4. Sentry Management Company:

- Janet Morris, Business Development Manager and Tara Davis, Senior Vice President for FL Coastal Region
- Our concerns are doing timely and efficient inspections of 1286 homes is a monumental task and our concern is that the process needs to be tracked. During our last meeting your company shared that you have the availability to use software using their phone or a tablet (Community Pro) to enter and manage monthly inspections.
- Bill: Are we able to add into our contract that your CAM will use electronic methods (Community Pro or similar software) to complete the monthly inspections for our community? The reason why is because during the original presentation we were told that the CAM would be using pen and paper to complete the inspections and our community is too large for this type of process.
- Sentry is able to add this information into their contract.
- Compliance will not be expected to be done all in one day.
- Homeowner via Zoom: How many property managers will be assigned?
- We employ Community Association Managers, who take their direction from the board. There will be one lead Community Association Manager as well as a whole team that will be assigned to assist with supporting the community.
- Bill: If we decide on Sentry, are you able to start on June 1st?
- Sentry: We can start on June 1st but it will all depend on the smoothness of the transition with the other management company. We may be able to start with the accounting portion on June 1st and the remaining or full service would start on July 1st.
- Bill: Our regularly scheduled meeting is next week, May 16th at 6:30 pm. If we are able to get the contract signed by then would you have a CAM in place to introduce to our homeowners then?
- Sentry: Yes
- Homeowner via Zoom: What is the cost?
- Sentry: \$8,356 per month/\$100,272 per year

Approval of Sentry Management with a full-time CAM:

- Motion: Bill
- Second: Linda
- No: Brandy
- No: Santizze

Not approved – we will do a formal vote at our next regularly scheduled meeting on May 16th.

Open Forum:

- Homeowner: Will we have any liability with renting the pool when we don't have a lifeguard on duty?
- What are the responsibilities of the pool monitor?
- They are to enforce the rules, such as no running, no food, ensuring the babies have swim diapers, check the restrooms for cleanliness, ensure the equipment are properly stored and keep the overall pool area is being used in a safe manner.
- Homeowner: Do you anticipate this being an ongoing thing?
- We are unsure at this time, we will see if we get more requests.

5. Adjournment: 10:47 am (Santizze/Bill)