

**BOARD OF DIRECTORS MEETING
SUTTON LAKES OWNERS ASSOCIATION
June 20th, 2023
1813 Willesdon Dr E**

Roll Call: *Quorum established. Meeting called to order at 6:31 pm.* Brandy Williams, Kyle Lee, Bill Franco, Linda Brocker

1. Giddens Security Update – Tom Gramiak

- Community is patrolled overnight to early morning
- Roaming security has to check in at specific check-points in the neighborhood
 - Board has requested that the hours are adjusted to start earlier since we have had some people accessing our pools after hours. Tom will follow up.
 - Board also requested that the patrol car be parked at the back pool to allow for more parking at the front pool.

2. President's Comments:

- Welcomed the homeowners to the meeting and thanked them for taking the time to come out.
- Next, we've finalized the agreement with Sentry Management today and they will officially start on August 1st. We are excited to have them on board and looking forward to the good work they will do in our community.
- Thank you to the Board for all the help and support during this transition, it hasn't been easy but we all worked together to help the community.

3. Approval of Minutes: May 16th

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

4. Review of Financials: All

- Financials: May
 - Utilities: \$1,693.50 (A)/\$4,583.33 (B)
 - General/Administrative: \$11,288,27 (A)/\$12,767.09 (B)
 - Pools: \$5,183.90(A)/\$7,704.17 (B)
 - Security: \$4,334.20 (A)/\$6,914.27 (B)
 - Landscaping: -\$2,205.96 (A)/\$5,112.51 (B) **Reversal for fraudulent payment of \$7,662.60 from April*
 - Lakes: \$2,000.96 (A)/\$2,007.34 (B)
 - Repairs/Maintenance: \$78,321.67 (A)/\$1,083.34 (B) **Deposit for the back pool remodel*
 - Capital: \$0 (A)/ \$22,500.00 (B)
 - Total Expenses: \$100,616.54 (A)/\$62,672.05 (B)
 - Year to Date: \$248,290.95
 - Checking/Reserve Balance: \$327,392.03/\$ 250,978.29

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

5. Review of Updated Collection Policy

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

Approved ARC:

- 11344 Hendon Dr – Replace wood Fence with Vinyl
- 1931 Coldfield Dr W – Fence replacement
- 11142 Windlesham Ct – Roof Replacement
- 11234 Ardencroft Dr S – Exterior Painting and wood panels
- 1707 Aston Hall Dr E – Tree Removal
- 1937 Coldfield Dr W – Exterior Painting

Old Business – None to discuss

- **New Business**

Identify Possible Space for CAM

Since we will have a dedicated CAM for our community, we would like to create a space on site for their use. Possibly renovating the restrooms at the front pool to create a space or a free-standing building. We would like to consult with a contractor on the cost of renovating the space.

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

Permanent Memorial for Teresa Gorczyca

A few years ago, a young lady was found deceased in our community, the family has created a memorial near the site and they bring flowers often. We would like to create a more permanent memorial to honor her with the permission of the homeowner and Teresa's family.

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

Northeast Florida CAI Expo –

This year's community associations institute expo will be held at UNF on Friday June 23rd, its open to HOA boards and has vendors from our community. Bill plans to attend and will share any information he learns during the expo.

Open Forum:

- Any update on the audit?
- Brandy: The accounting firm is currently collecting documents from Signature to begin the auditing process.

- When will the new company start?
- Officially August 1st

6. Adjournment: 7:31 pm (Bill/Kyle)

DRAFT