

SUTTON LAKES HOMEOWNERS ASSOCIATION

Board Meeting - Minutes

July 16, 2024

6:30 PM

Front Pool

MINUTES

- I. Call to Order:** Meeting was called to order at 6:30 p.m. by President Brandy Williams. Additional Board Members in attendance were Kyle Lee, Santizzie Myles, and Roman Jones. Linda Brocker attended via teleconference. Tina Sauvage and Isamary Brooks were absent. A quorum was announced.

- II. Approval of Agenda – Posting Notification:** Notice of the meeting was posted in accordance with Fla. Stat. § 720.303(c)(1)

- III. President’s Report:**
Brandy Williams welcomed the residents and thanked them for coming to the meeting. She had the board of directors introduce themselves to the residents attending. She made the residents aware that signs are not allowed in the community and will be removed if posted.

- IV. Treasurer’s Report**
Given by Kyle Lee – Reported the financials from the Balance Sheet and Revenue and Expense Report.
Motion made by Santizzie Myles and seconded by Roman Jones to accept the Treasurers Report. Motion carried.

- V. Approval of Meeting Minutes:**
Kyle Lee motioned to approve the June 18th, 2024, Executive Meeting Minutes, July 18th, 2024, Board of Directors Meeting Minutes and the Executive Meeting Minutes from July 25th, 2024, seconded by Santizzie Myles, motion carried.

- VI. Committee Reports - NONE**

- VII. Management Report:** *Given by Shanda Thompson, CAM - supplied in the board packet*

- VIII. Unfinished Business:**
 - a. Status of Community Association Manager office – The flooring has been completed. Now just the process of adding shelving and additional furniture to complete the office.
 - b. City of Jacksonville Ordinance – Backyard Hen Program – Due to changes in the Florida Statutes we are waiting on the attorney opinion, Tabled until next meeting.
 - c. Basketball Court Quotes – Met with two additional vendors for a quote, should have them by the end of this week. This is a project that we will need to budget for next year. Tabled until next meeting.
 - d. Status of Fining Committee – The fining committee has met, and we are working on procedures with the new laws that are going into effect. Shanda Thompson will schedule a meeting with an Attorney to explain the new Florida Statutes that pertain to HOA’s and fining protocols.

- e. Lake & Pond Management Update – Solitude followed through with treatment of a couple of the ponds, they will be treating a third pond this coming Friday. There has been improvement in the ponds treated.
- f. Insurance Appraisal – Two quotes were provided for comparison. **Kyle Lee motioned to approve the quote in the amount of \$2,450.00 from Smith Appraisal Services, seconded by Santizzie Myles, motion carried.**
- g. Insurance Renewal – The Association needed to decide regarding the Agent of Record for Insurance. They had two presentations, one by Doug Dierdorf of BKS and another from Stacey Powers with JP Perry Insurance. After much discussion, **Kyle Lee motioned and Santizzie Myles seconded to have BKS represent as the Agent for Sutton Lakes. Motion carried.**

IX. New Business:

- a. Reserve Study Quotes – The cost of a reserve study is in the Six-Thousand-dollar range. Getting a reserve study was discussed, due to the cost of a Reserve Study and since it is not required by State Statute the decision was made to budget for the Reserve Study for next year and obtain the required Insurance Appraisal.
- b. Christmas Light proposals – Review was done of both quotes. The board decided to stay with Hulihan Territory due to cost and the fact that we have a discount that will be applied to this cost for the upcoming services.
- c. Removal of Board member – No attendance for three consecutive board of directors' meetings. **Kyle Lee motioned, Roman Jones seconded, to remove Isamary Brooks from the Board of Directors, no attendance for the last three meetings. Motion carried.**

X. Owners Forum

Questions to the board, from owner's, board responded accordingly.

- XI. Adjournment:** With no further business left to conduct, the meeting was adjourned at 7:36 p.m. by a motion from Kyle Lee, seconded by Roman Jones, motion carried.