**SUTTON LAKES HOMEOWNERS ASSOCIATION**

Board Meeting - Minutes   
October 15, 2024  
immediately following budget approval meeting  
Front Pool

1813 Willesdon Drive E., Jacksonville, FL 32246

**MINUTES**

1. **Call to Order**: Meeting was called to order at 7:18 p.m. by Vice President Linda Brocker. Additional Board Members in attendance were Kyle Lee, Santizzie Myles, and Tina Sauvage. Brandy Williams attended the meeting via teleconference. Shanda Thompson, CAM with Sentry Management also attended. A quorum was announced.
2. **Approval of Agenda – Posting Notification:** Notice of the meeting was posted in accordance with Fla. Stat. § 720.303(c)(1)
3. **President’s Report:** None

**IV. Treasurer’s Report**

Given by Kyle Lee – Reported the financials from the Balance Sheet and Revenue and Expense Report.

1. **Approval of Meeting Minutes:**

**Kyle Lee motioned to approve the Special Meeting Minutes for September 17, 2024, seconded by Santizzie Myles, Motion carried.**

**Kyle Lee motioned to approve the September 17, 2024, Board of Directors meeting minutes, seconded by Santizzie Myles, motion carried.**

1. **Committee Reports** - NONE
2. ***Management Report:*** *Given by Shanda Thompson, CAM - supplied in the board packet*
3. **Unfinished Business:**
4. Sutton Fest – Scheduled for October 26, 2024, from 11:00 a.m. until 4:00 p.m. There will be a face painter, DJ, Bounce House, Obstacle Course, Foam Pitt, Food Trucks, Popcorn and Snow Cone Machines along with vendors. We need volunteers to help run the event.
5. Update on contract with Security – PEPS – The attorney has requested a changeable document, so he can redline and add comments to the document. Shanda Thompson, CAM will obtain from the security company and provide it to the attorney.

**VIII. New Business:**

1. Ratify quote for Entrance Sign Repair originally approved via email.

Motion made by Kyle Lee to ratify the approval of the Entrance Sign Repair Quote, seconded by Santizzie Myles, motion carried.

1. Quote for Mulch – Kyle Lee proposed that instead of having a company provide and install the mulch along the entrance to the community, that we should order the mulch from a different vendor, and he will distribute the mulch accordingly.

**Kyle Lee made a motion to decline the quote for the mulch installation, seconded by Santizzie Myles. Motin was 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 8:06 p.m. by a motion from Linda Brocker, seconded by Tina Sauvage, motion carried.