

# SUTTON LAKES HOMEOWNERS ASSOCIATION

Board Meeting - Minutes

April 16, 2024

6:30 PM

Front Pool

## MINUTES

**I. Call to Order:** Meeting was called to order at 6:34 pm by President Brandy Williams. Additional Board Members in attendance were Linda Brocker, Kyle Lee, Roman Jones and IsaMary Brooks were present. Santizzie Myles was 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 advised that there had been a good turnout for the Annual Meeting that was held last month. The back pool is now open on weekends from 8:00 a.m. to 8:00 p.m. Starting on May 1, 2024, the back pool will be open 7days per week up until Labor Day.

### **IV. Treasurer's Report**

Given by Kyle Lee – Reported to the residents according to the March 2024 Balance Sheet. Current Assets, \$584,031.49. Accounts Receivable \$ 95,051.51. Prepaids \$10,293.45. Total Assets, \$689,376.45. Current period: Operating Income, \$ 39238.90. Grounds Maintenance, \$ 5527.64, Pool/Cabana, \$ 3058.71, Utilities, \$ 3985.00, Administrative, \$ 37,259.8. Total Expenses, \$ 49,831.16. (Payroll Manager COA questioned). The Board requested to have the Financials by the 15<sup>th</sup> of each month or in time for review by them several days before the meeting date.

### **V. Approval of Meeting Minutes:**

Kyle Lee motioned to approve the March 19, 2024, meeting minutes, seconded by Linda Brocker. The Motion carried.

### **VI. Committee Reports - NONE**

### **VII. ARC Ratifications:**

11310 Aston Hall Drive – Shed Replacement.  
1909 Sutton Lakes Blvd. - Shed Installation.  
1937 Coldfield Drive W. - Window Replacement.  
11151 Tiverton Ct. - Replace driveway with pavers.  
11340 Knottingham Trace Ct. - Window replacement.  
1884 Knottingham Trace Lane – Roof Installation.  
1860 Coldfield Drive W – Fence installation.  
1983 Hollington Drive – Paint exterior of home.  
1896 Willesdon Drive E. – Basketball hoop installation.  
1198 Peerless Lane – Replace driveway with pavers.

**Motion** made by Linda Brocker to approve all ARC approvals. The motion was seconded by Kyle Lee. Motion approved.

**Some of the new Board Members want an outline of the ARC Approval process from start to finish. Shanda Thompson will provide information on the process to the Board.**

**VIII. Management Report:** Given by Lisa Freeman, CAM supplied in the board packet.

**IX. Unfinished business:**

- a. Pool Signs. The Board questioned the new pool signs and why they were needed.
- b. Security Service.  
Quotes were obtained from two (2) security companies. Both PEPS & Proteus were interviewed by the Board within the past month. After review and discussion at this meeting the Board felt that they should have their Attorney Provide his opinion on this issue and review for any potential legalities. This matter was tabled until the next board meeting.
- c. Community Association manager Office:  
Brandy Williams advised that she and Shanda Thompson had cleaned out the storage room at the back pool. A quote had been received for an HVAC Unit to be installed in the wall to service the office area and it was a bit more than expected, \$4K. A portable HVAC was also talked about. A homeowner told the board to check on Mitsubishi units for comparison. Roman Jones said the Board may want to look at some small office space somewhere on Atlantic Blvd. As an alternative option to being located on Sutton Homes property.
- d. A motion was made by Linda Brocker to ratify the approval for the fence quote for the back pool area. The motion was seconded by IsaMary Brooks. The motion carried.

**X. New Business:**

- a. Security Cameras:  
ITS and Vector had submitted quotes for new security cameras at the property. After review and discussion, the Board asked that a quote be obtained from ENVERA before the next board meeting.
- b. A motion was made by Isa Mary Brooks to ratify the palm tree trimming done last week at the back pool area at a cost of \$2455.00. The motion was seconded by Linda Brocker. The motion carried.
- c. A motion was made by Roman Jones to approve the trimming of the Oak Trees by the back pool area, cost \$3450.00. The motion was seconded by Linda Brocker. The motion carried.
- d. City of JAX Ordinance for Backyard Hen Program.  
After discussion, the Board asked that this issue be reviewed by the association's attorney.
- e. Update on rental properties in Sutton Lakes: To date there are 301 rentals, for a total of 23% homes that are rented.
- f. Basketball backboard: Shanda is getting quotes for the replacement of the basketball backboards. (Prices range between \$700.00 - \$1000).
- g. Key Cards & reader for the Pool:  
The Board discussed implementing the use of key cards for the pool area instead of using pool monitors. Shanda will need to get quotes for this. The Board also wants to check with ENVERA to see what options they have for this. In addition, the board discussed having a lifeguard on duty.

**XI. Owners Forum:**

Questions to the board, from owner's, board responded accordingly. Gazebo/Tuff Sheds were talked about.

An owner that lives at 1965 Hollington Drive reported that her next door Neighbors Guest had fallen on the sidewalk and injured herself by the Owner of 1965 Hollington Drive's vehicle.

**XII. Adjournment:** With no further business left to conduct, the meeting was adjourned at 8:13 p.m. by a motion of Kyle Lee, seconded by IsaMary Brooks, motion carried.