**SUTTON LAKES OWNERS ASSOCIATION, INC.  
Annual Members Meeting Minutes**

**Tuesday February 18, 2025, at 6:00 p.m.**

**Kernan Boulevard Baptist Church – PAVILLION**

**4000 Kernan Boulevard South, Jacksonville, FL 32224**

**MEETING MINUTES**

**Attendees: Brandy Williams – President**

**Linda Brocker – Vice President**

**Kyle Lee – Treasurer**

**Santizzie Myles – Secretary**

**Betina Sauvage – Did not attend**

**Shanda Thompson, CAM - Sentry Management, Inc.**

1. **Call to Order**: Meeting was called to order at 6:03 p.m. by President Brandy Williams. With the Board Members, residents in attendance and proxies submitted, quorum was not met.
2. **Approval of Agenda – Posting Notification:** Notice of the meeting was posted in accordance with Fla. Stat. § 720.303(c)(1)
3. **Approval of Meeting Minutes:** Kyle Lee motioned to approve the Annual Members Meeting Minutes for April 2, 2024, seconded by, Santizzie Myles, motion carried. Kyle Lee motioned to approve the and the Annual Organizational Meeting Minutes for April 2, 2024, seconded by Santizzie Myles, motion carried.
4. **Presentation of President’s Report for 2024:** given by Brandy Williams. Brandy introduced herself and the board members in attendance. She also thanked the residents for attending the meeting and spoke about the 2024 events and accomplishments for Sutton Lakes. She spoke about supporting the food trucks that service the community, converting the storage space to an on-site managers office, terminating prior attorney, hiring of new attorney, Sutton Fest and Visit with Santa.

1. **Officer Elections:** No election – Did not meet quorum requirements. Existing board stays in place with two additional members that submitted their intent to be a candidate. Gail Lewis and Thomas Popola automatically join the Board of Directors.
2. **Election Results:** Seven intents to be a candidate submitted, seven board positions available, all seven were automatically elected.
3. **Owner’s Forum:** Owners Questions held for Board of Directors meeting following Organizational Meeting
4. **Adjournment:** With no further business left to conduct, the meeting was adjourned at 6:19 p.m. by a motion from Linda Blocker, seconded by Kyle Lee, motion carried.

“Pursuant to the provisions of Section 468.4335, Florida Statutes, requiring disclosure of any interest that might reasonably tend to create a conflict of interest, direct or indirect, in any action proposed or pending before the Board, a list of entities that offer certain services or products to the Association, and for which Sentry Management Inc. (including its directors, officers, and persons with a financial interest in Sentry Management Inc., or a relative of such persons) may receive additional benefit is available at the following link: [www.sentrymgt.com/fldisclosures](http://www.sentrymgt.com/fldisclosures). Purchase of any product and/or service, which is part of any offering, affinity program, or marketing plan operated by Sentry Management Inc., or any entities affiliated with Sentry Management Inc., is completely voluntary.”

**SUTTON LAKES OWNERS ASSOCIATION, INC.  
Annual Organizational Meeting Minutes**

**Tuesday February 18, 2025**

**Immediately following the Annual Members Meeting**

**Kernan Boulevard Baptist Church – PAVILLION**

**4000 Kernan Boulevard South, Jacksonville, FL 32224**

**MEETING MINUTES**

**Attendees: Brandy Williams**

**Linda Brocker**

**Kyle Lee**

**Santizzie Myles**

**Betina Sauvage – Did not attend**

**Gail Lewis**

**Thomas Popola**

**Shanda Thompson, CAM - Sentry Management, Inc.**

1. **Call to Order**: Meeting was called to order at 6:20 p.m. by President Brandy Williams. 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. **Appointment of Directors:**

**Motion was made by Kyle Lee, seconded by Santizzie Myles to elect Brandy Williams as President, motion carried.**

**Motion was made by Brandy Williams, seconded by Kyle Lee to elect Linda Brocker as Vice President, motion carried.**

**Motion was made by Brandy Williams, seconded by Santizzie Myles to elect Kyle Lee as Treasurer, motion carried.**

**Motion was made by Gail Lewis, seconded by Kyle Lee to elect Santizzie Myles as Secretary, motion carried.**

**Tina Sauvage, Gail Lewis and Thomas Popola will serve as Directors at Large.**

1. **Adjournment:** With no further business left to conduct, the meeting was adjourned at 6:22 p.m. by a motion from Linda Blocker, seconded by Kyle Lee, motion carried.

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**SUTTON LAKES HOMEOWNERS ASSOCIATION**

Board of Directors Meeting Minutes   
February 18, 2025  
Immediately following the Organizational Meeting  
Kernan Boulevard Baptist Church – PAVILLION

4000 Kernan Boulevard South, Jacksonville, FL 32224

**MINUTES**

1. **Call to Order**: Meeting was called to order at 6:23 p.m. by President Brandy Williams. Additional Board Members in attendance were Linda Blocker, Kyle Lee, Santizzie Myles, Gail Lewis, and Thomas Popola. Tina Sauvage did not attend. Shanda Thompson, CAM with Sentry Management also attended. Eighteen residents attending the meeting. 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:** given by Brandy Williams, at annual meeting. She spoke about supporting the food trucks that service the community, converting the storage space to an on-site managers office, terminating prior attorney, hiring of new attorney, Sutton Fest and Visit with Santa. She thanked the residents for taking the time and attending the meeting.

**IV. Treasurer’s Report**

Given by Kyle Lee – Reported the financials from the Balance Sheet and Revenue and Expense Report. **Santizzie Williams motioned to accept the December Financials, Linda Brocker seconded, motion carried.**

1. **Approval of Meeting Minutes:**

**Kyle Lee motioned to approve the Board of Directors Meeting Minutes for January 21, 2025, 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. Update on Entrance Sign – The entrance sign has been repaired, and the association has been reimbursed by the insurance company.
5. Update of Front Pool Repair – All tiles at the front pool have been repaired.
6. Repaving of roads in the community – Speed humps have been reinstalled on Alfa Romeo Drive. They are not as high as previous speed humps.

**VIII. New Business:**

1. Notice of Enforcement Letter – Brandy spoke about the purpose of the “chattel letter” that were sent to all residents which reinstates the covenants and restrictions.
2. Fountain Issues – Tabled until we could get additional quotes from other vendors for “new fountain installation”.
3. Attorney attending March Meeting – Ed Ronsman will be attending the March Meeting virtually as an introduction to the community.
4. Security Contract – We are at the final stages of approving the contract with PEPS. Captain Williams will be supplying a revised contract for signature. We will vote for the approval via email and ratify at the next meeting for reasons of expedience.
5. Opening pool for Spring Break – This was discussed amongst the board members, several questions about the cost involved, hours pool would be open and weather. Brandy Williams made a motion to open the pool for spring break with limited days and hours, weather permitting. All were in favor except for Kyle Lee and Linda Brocker. Motion carried.
6. Community Clean-up Day – The board chose April 26, 2025, for the Community Clean-up Day. We will choose several areas that need work and clean-up accordingly. Volunteers were requested.
7. Landscape Vendor Quote (2) – Tabled until we can get at least one additional quote. This may be voted on via email and ratified at the next meeting for expedience reasons.
8. Quote for Fertilization – The board decided to have the landscape vendor include this in their services.

**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 7:43 p.m. by a motion from Kyle Lee, seconded by Linda Brocker, motion carried.

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