**SUTTON LAKES HOMEOWNERS ASSOCIATION**

Board of Directors Meeting Minutes   
March 18, 2025  
6:30 p.m.  
Front Pool – 1813 Willesdon Drive E.

**MINUTES**

1. **Call to Order**: Meeting was called to order at 6:36 p.m. by President Brandy Williams. Additional Board Members in attendance were Kyle Lee, Gail Lewis, and Thomas Popola. Tina Sauvage attended via teleconference. Linda Brocker and Santizzie Myles, 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. **Introduction of new Attorney:** Ed Ronsman joined the meeting virtually and was introduced as the new attorney for the community. He introduced himself and spoke briefly about services he will provide.
4. **President’s Report:** given by Brandy Williams, she spoke briefly about supporting the food trucks now that we are having better weather. She also introduced the board and thank the residents for attending the meeting.

**V. Treasurer’s Report:**

Given by Kyle Lee – Reported the financials from the Balance Sheet and Revenue and Expense Report. **Brandy Williams motioned to accept the February Financials, Thomas Popola seconded, motion carried.**

1. **Approval of Meeting Minutes:**

**Kyle Lee motioned to approve the Board of Directors Meeting Minutes for February 18, 2025, seconded by, Gail Lewis, 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 Security Contract – The contract has been reviewed by our Attorney, then approved by their attorney. We are in the process of having our attorney review the finalized version to make sure all changes were updated in the contract. We are waiting on a final contract for signature.
5. Update on Fountain and quotes – It was determined that replacing the fountain is more pragmatic than trying to repair all the issues. Quotes were reviewed and discussed.

**Motion: Kyle Lee made the motion to accept the quote from Superior Waterways for installation of the Aqua Master 5HP Fountain to include installation and removal of old fountain in the amount of $16,700.00, seconded by Thomas Papola, motion carried**

1. Update on Landscape Contract and Quotes – This was tabled to allow time for the board members to review all four quotes to make an informed decision. Included with the landscape quotes was a quote for the fertilization and grass treatment. Mr. Fernandez was in the audience and explained the reason for not bundling the spraying and fertilization with the landscape contracts. He gave a very informative explanation, and the board appreciated being educated on this service.

**VIII. New Business:**

1. Damage to Fence at Entrance – while doing work on the roadway Conlin Construction damaged the fence. They have been provided the location and pictures of the damage. Since there will be more road work done in the same area, they requested to finish the project and then repair the fencing. They were concerned that there may be more damage, and they did not want to have to repair it twice.
2. Damage to Tag Reader Cameras – Someone damaged the cameras for a second time. This time one of the cameras were beyond repair and we are in the process of obtaining a quote to replace it. Since the power was off to the camera above, we were unable to obtain how the damage was done.
3. Trash Can Purchase and Installation – It was determined that we need to replace 9 trash cans throughout the community. These have been ordered and will need to be installed. We received a quote from the handyman in the amount of $150 per trash can to install. Thomas Popola offered to see if he could possibly install them at no cost to the community. Once they are received, a determination will be made.
4. Pool Opening for the season: Back Pool will open as of April 5 for weekends only throughout the month. As of May 1, Back Pool will be open seven days a week. As of May 24th (Memorial Day Weekend) the front pool will also be open 7 days a week. As of September 1st, Front Pool will be closed, Back Pool will be open only on weekends through the end of October.
5. Pool Vendor Quotes - Pool Vendor Quotes were reviewed.

**Brandy Williams made a motion to keep the current Pool Vendor, Ponte Vedra Pools, Gail Lewis seconded the motion. Motion carried.**

1. Mulch Quotes – Board was provided 2 quotes for mulch installation. Quotes were reviewed by the board

**Brandy Williams made a motion to approve quotes from First Coast Mulch to install mulch down Sutton Lakes Blvd and for both playgrounds along with some additional area around the back pool playground for continuity, Kyle Lee seconded the motion, motion carried.**

1. Submission by homeowner – Backyard Hen Program – This was discussed at prior meetings and declined. The homeowner that submitted the proposal spoke and requested that the board read everything that he submitted and requested that this be revisited so that the board could make an informed decision. This was tabled until next meeting.
2. Food Truck Events – Thomas Popola provided multiple food truck vendor menus with contact information. Currently we use a food truck service. We will contact the attorney to find out what the association liability would be if we decided to bring in food trucks ourselves and what documentation is necessary to limit our liability.

**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 8:10 p.m. by a motion from Brandy Williams, 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.”