**SUTTON LAKES HOMEOWNERS ASSOCIATION**

Board of Directors Meeting Minutes

May 20, 2025  
6:30 p.m.  
Front Pool – 1813 Willesdon Drive E.

**MINUTES**

1. **Call to Order**: Meeting was called to order at 6:30 p.m. by President Brandy Williams. Additional Board Members in attendance were Linda Brockman, Kyle Lee, Gail Lewis, and Thomas Popola. Tina Sauvage and Santizzie Myles were not in attendance. Shanda Thompson, CAM with Sentry Management also attended. 7 residents attending the meeting in person and 5 via teleconference. 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, she introduced the board of directors and thanked the residents that were in attendance. She also thanked the volunteers for Community Cleanup Day and Thomas Popola for getting the trash cans installed, she also thanked Jason Williams for his work pressure washing the front pool deck and replacing the grates. She also informed the residents that our next meeting will be held at Florida State College Jacksonville – South Campus. At this meeting the primary subject will be to meet with our representatives to request speed bumps in the community.

**V. Treasurer’s Report:**

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

1. **Approval of Meeting Minutes:**

**Kyle Lee motioned to approve the Board of Directors Meeting Minutes for April 15, 2025, and the Executive Meeting Minutes for April 15, 2025, seconded by Linda Brockman, 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 – Protective Enterprises Public Safety (PEPS) started on May 1, 2025. We met with Major Williams to discuss some of the common issues we have within the community.
5. Backyard Chicken Program – Submission by homeowner – We obtained a legal opinion from the Association Attorney, currently, the board cannot make a rule that chickens are not allowed in the community. However, this will need to be submitted through the Architectural Review Committee for approval. The resident will also have to comply with the city ordinance regarding the “Hen Program”. However, if the chickens become a nuisance, then the Association can request that they be removed.

**VIII. New Business:**

1. Update on Speed bumps in the Community – Meeting will be held next month to go over all the fine points of installing speed bumps in the community including if the city will help with funds for the project. Residents were asked to attend the next meeting.
2. Pool Vendor Update – Ponte Vedra Pools sold the business to Shipshape Pools; Enrique was introduced to the residents at the meeting. He gave a brief history of himself and then answered questions from the residents.
3. Quote for Paver Cleaning and sealing – Back Pool – Obtained two quotes, the board decided to table this due to other priority projects and budget constraints. We will consider this for next year.

**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 7:53 p.m. by a motion from Kyle Lee, seconded by Thomas Popola, 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.”