

**BOARD OF DIRECTORS MEETING
SUTTON LAKES OWNERS ASSOCIATION**

March 19th, 2018

6:30 p.m.

Front pool: 1813 Willesdon Drive E.

1. Roll Call: *Quorum established. Meeting called to order at 6:30pm.* John Chapman-
President; Roman Jones-Treasurer; Bill Franco- Vice President; Misty O'Connell-
Property Manager

Not Present: Enrico Aveo

2. Approval of Minutes: February 19th, 2018

- Motion: Bill
- Seconded: Roman
- All in Favor

3. President's Comments:

- Appoint Volunteer Board: Ian MacKenzie, Khema Wright, and John Walker
 - Motion: John
 - Seconded: Roman
 - All in Favor

- Organization of the Board:
 - President: John Chapman (nominated by Bill Franco/All in Favor)
 - Vice President: Bill Franco (nominated by John Chapman/All in Favor)
 - Treasurer: Roman Jones (nominated by John Chapman/All in Favor)
 - Secretary: Enrico Aveo (nominated by Bill Franco/All in Favor)
 - Director: Ian MacKenzie
 - Director: John Walker
 - Director: Khema Wright

4. Report and Approval of February Financials: Read by Roman Jones

- Motion: Bill
- Seconded: Roman
- All in Favor
- Questions for Accounting: 7615- Management Fee Increase?

5. Manager's Report: Misty O'Connell

• Pools:

- On March 2nd, Crown Pools contacted me regarding a cell phone and broken glass in the front pool. They were able to get the sim card out of the phone, but it was a prepaid phone with no way to trace. To confirm...I reviewed the camera footage from when they were onsite cleaning the pools.
- Before draining the pool, I requested the cost of the process, if there was any type of machine/tank that could filter/hold the water drained, and if they would scrub the pool floor when emptied. 1st request 03/08/18, 2nd request 03/12/18, 3rd request 03/18/18.
- ACTION ITEM: Board approval to seek bids for new pool maintenance company.
 - Management to seek monthly maintenance quotes.

• Front pool camera system:

- When the phone/glass situation happened...I attempted to review camera footage. The east end of the pool and behind the gazebo are blind spots. I requested pricing on additional lighting and cameras.
- Lighting: \$974
- Cameras/DVR: \$1468
 - Will approve cameras if software will be added to computers of Board Members that want to view the cameras.
 - Motion: Ian
 - Seconded: Bill (contingent on Board camera access)
 - All in Favor

• Landscaping:

- Scheduled to start Monday, March 26th.
 - Hold until the City completes their work

• Plate cameras:

- All bids are in. Agenda item.

• Cell Tower:

- Info listed on tower...Crown Castle #824926
- Contacted Crown Castle...they referred me to another company (American Tower), taking it over. I spoke with a rep from American Tower...and they stated that the takeover is pending and that the tower is still under Crown's management. After reaching back out to Crown...I am not getting any response.
- ACTION ITEM: Give to attorney?
 - Management to send Demand Letter and look for any documents concerning the tower.

• Island Electric:

- KnR to change out the bulbs, 6 per island, \$830. ACTION ITEM
 - Motion: Bill
 - Seconded: John
 - All in Favor

- Pond Easement:
 - 4 responses...moved vegetation (none of which are on ponds that have zero access)
 - Next step, hand over to attorney
- 2017 Financial Review:
 - Requested proposals/invoices for our big-ticket items (electrical, fencing, playground)
- Basketball Court:
 - Estimated completion: 03/31/18 (rims, nets, barrier net)
- Christmas Lights 2018:
 - Have catalog
- Monument Signs:
 - Taking in water from the top...which is why we see stains coming down the front. Water will soon cause the tiles to come off.
 - Scope: 6 signs...\$2520 (Good Call Services)
 - caulk and seal tops...\$50 per sign
 - Pressure wash...\$150 per sign
 - Caulk cracks and paint the stucco...\$220
 - Motion: Khema
 - Seconded: Ian
 - All in Favor
- Violations for next Hearing:
 - Coldfield, Nettington, Lord Taylor, Windlesham, Illford, Hornsey, Wyndham Hollow, Bugatti, Englenook, Millington Ln, Millington Ct
- Approved ARC Requests:
 - 1868 Sutton Lakes Blvd- Fence
 - 2171 Knottingham Trace- Fence
 - 11058 Pierce Arrow- Gutters
 - 11189 Illford Dr- Fence
 - 11249 Huddersfield Cir N- Fence
 - 11259 Ardencroft Dr S- Fence
- Financials as of February 28th, 2018:
 - Operating: \$303,880.66
 - Union Money Market: \$87,079.22
 - Everbank Money Market: \$243,707.43
 - Delinquency Balance: \$249,479.36 Down \$26,302.29 from January
 - Highest Balance: Sabourin \$8,862 (Chapter 11)

6. Committee Reports: None

7. Old Business:

- A. Moles in back field (Astin Hunt with Hunt's Wildlife Services)
 - Came out a month ago to assess the mole issue
 - Follow all EPA standards, regarding chemical output.

- Rodenticide will not harm other animals
- Upon recent inspection, the moles are not present.
- Heavily populated months are January and June.
- B. Plate camera
 - Table
- C. Monument sign cleaning
 - Approved in Management Report
- D. Back field erosion prevention
 - Table for next meeting.
 - Management to set up a walkthrough with Coastal Trees to discuss re-grade.
 - City must first complete their project before Coastal and Grass Tech start work.
- E. Aeration to ponds
 - Discuss if fish issues arise again
- F. Pond service contract
 - Happy with service currently
 - Contract is month to month
 - Management requested more info on reports...giving all information on pond issues.

8. New Business:

- A. Parking (on grass, boats/trailers)
 - Send Management pictures and address
- B. Front pool draining
 - Table until next meeting
- C. Additional cameras/lighting at front pool
 - Approved in Management Report
- D. Time Management
 - Board Meetings need to move more quickly
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9. Open Forum: N/A

- Soliciting has become a major issue. Ask for permit.

10. Adjournment: 8:32pm

- Motion: Bill
- Seconded: Roman
- All in Favor