

BOARD OF DIRECTORS MEETING
SUTTON LAKES OWNERS ASSOCIATION
November 20th, 2017
6:30 p.m.
Front pool: 1813 Willesdon Drive E.

1. Roll Call: *Quorum established. Meeting called to order at 6:31pm.* John Chapman- President; Roman Jones-Treasurer; Bill Franco- Secretary; Misty O'Connell-Property Manager

Not present: Brenda Wallace-Director

2. Approval of Minutes: October 16th, 2017

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

3. President's Comments:

- Suttonfest was a success
 - Maybe consider a rainout date for next year
- Working with the city on the washout of the back ditch
- Social Media is getting heated
- Jim Drost volunteered for the ARC
 - Motion: John
 - Seconded: Bill
 - All in Favor

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

- Motion: Bill
- Seconded: Roman
- All in Favor
- Questions:
 - 7414 (Community Events)- Suttonfest
 - 7821- (Pool cleaning/chemicals)3 outstanding invoices from March and May
 - 7812- (Janitorial) Final pool bathroom cleaning
 - 7822- (Pool repair/maintenance) 2 outstanding invoices from February and July
 - 8304- (Landscape maintenance) Hurricane clean-up/left and right side of entrance/palm trees at back pool

5. **Manager's Report:** Misty O'Connell

- Bradford Monument Sign:
 - Project Complete
- Pools:
 - Pools are now closed for the season.
 - Back pool is being scheduled for leak detection
- Landscaping:
 - Mulch Install is complete
 - Plants removed, and sod installed on the final island on Sutton Lakes Blvd
 - Additional sod added to front pool deck perimeter
 - A local farmer will remove hay, after Thanksgiving
- Trees:
 - Part A of Atlantic Blvd Beautification Tree Project is complete.
 - Part B is an Agenda item
- Front Playground: Bill Franco assisting
 - Per Southern Recreation, equipment is to be delivered to their warehouse the week of Nov. 20th. Once delivered, we will be supplied a start date.
- Electric to back field:
 - Partially completed. Waiting on JEA to install meter.
- Electric to Islands:
 - Re-work was completed, with no charge to the Association
 - Bill Franco: why was the last island on SLB not done>
 - Misty and John recall a conversation with the electricians, stating that they were unable to add power, to the last island.
 - Misty will research history
- Lighting:
 - 2 Lights out on Coldfield reported to JEA
 - Light on ingress side of entry, right lantern is out. Reported to JEA. KnR stated they believe wires are crossed somewhere.
 - 1 post on entry side and 1 light on exit side has been reported to JEA for painting
- Violations for 12/04/17 Hearing:
 - Hudderfield E.: 1609, 1625, 1648, 1649, 1654, 1661, 1673, 1679,
 - Hudderfield W.: 1610, 1616, 1628, 1639, 1645, 1652, 1658, 1664, 1669, 1675, 1676, 1687, 1688, 1694, 1695, 1700, 1701, 1712
 - Hudderfield N.: 11226, 11234, 11241
- Approved ARC Requests:
 - 2159 Ardencroft Dr.- Roof
 - 11059 Miata Ct- Roof
 - 2141 Willesdon Dr. W.- Roof
 - 2110 Willesdon Dr W.- Roof
 - 2009 Willesdon Dr E.- Fence
 - 1813 Willesdon Dr W.- Roof

- 11233 Hudderfield Cir N.- Roof
- Financials as of October 31st, 2017:
 - Operating: \$177,838.48
 - Union Money Market: \$87,029.63
 - Everbank Money Market: \$243,190.38
 - Delinquency Balance: \$186,744.17 \$185,796.36 Down \$947.81 from September
 - Highest Balance: Sabourin \$8,452.96 (Chapter 11)
 - “Suspense” on General Ledger on Sept Financials: Negative \$289.41...monies were applied to wrong account, via website, the negative was showing that it was moved.
 - 11097 Englenook: Bought at Auction. Owes 2017. New owner asked to waive \$87.39 in late fees and interest...DENIED
 - 1959 Hollington: Has fines on account, that should have been removed by Bill Reno (\$470). Homeowner spoke on he behalf. Board agreed to remove the fines that were wrongfully applied...bookkeeping to adjust interest, if need be.
 - Paid all assessments (no late fees/interest/Atty Fees) past due 2015 (to Attorney’s office)
 - Paid 2016 to Attorney’s Office
 - Paid 2017...but payment was returned because he tried to pay online, which isn’t allowed once the account is handed over to the attorney.
 - Trying to re-finance, found Lien.
- Under advisement of the Association Attorney, Sal Palmeri, the Board and Management is NOT REQUIRED to discuss delinquent accounts, with homeowners, once handed over to their office. Homeowners can supply the Attorney’s office with their proof and reasoning for their discrepancies. Neither the Board nor Management can adjust accounts, already with the Attorneys office.

6. Committee Reports:

- ARC: Eric Littleton proposed getting a golf cart for the ARC to complete their violation checks. \$1500-\$2000 (used). Table to next meeting.
- Suttonfest Committee: Bill Franco
 - Disappointed with the volunteer turnout; out of 1286 homes, no volunteers for the planning stage, nor festival. If there are no volunteers, in the future, Suttonfest will be canceled.
 - Misty to put in Newsletters
 - Maybe move to Saturday
 - Maybe move to the beginning of Summer, or alternate.

7. Old Business:

- A. Rules and Regulation-Final Review
 - Misty created a cover letter for the Rules and Regulations Mailout
 - Mailout will go to all homeowners

- Motion: John
 - Seconded: Bill
 - All in Favor
- B. Trip-Hazard Grinding (Playground, basketball court, sidewalk leading to pool)
- All Weather Contractors: \$3,880
 - Motion: Bill
 - Seconded: Roman
 - All in Favor
- C. Landscaping Proposal/Contract Addendum
- Cleanup back ditch area: \$1,200
 - Addendum to contract:
 - Maintain back ditch, monthly: \$200
 - Motion: Bill
 - Seconded: John
 - All in Favor
 - Maintain west of entrance, along Atlantic Blvd, where trees have been cleared: \$150
 - Motion: Bill
 - Seconded: John
 - All in Favor

8. New Business:

- A. Christmas Light Installation
- Hulihan: \$6,540 (includes all trees); \$3,540 (every other tree)
 - We Hang Christmas Lights: \$2,357 (every other tree/lights at flagpole);
Soft white proposed
 - Motion: Bill
 - Seconded: John
 - All in Favor
- B. Part B of Tree Project on Atlantic Blvd
- Coastal Trees: \$10,500
 - Motion: John
 - Seconded: Roman
 - All in Favor
- C. 2018 Budget Review 1
- Moving forward: Plan Budget in October
 - Review and vote at Budget Meeting
 - Money needs to be spent
 - Discussed moving monies into a General Reserve Account; not required, per FL Statutes for HOAs
- D. Schedule Budget Approval Meeting
- November 30th, 2017 at 6:30pm
- E. Fence projects (Wood fence behind homes/back pool, Atlantic Blvd repairs, widening gate on east end of Atlantic Blvd, playground gate):

- Superior Fence: (Does not do repairs on Aluminum fences): \$8,548 for wood and widening of gate
- Ole Time Fence: \$5,390 for all
- Newsom Fence: \$7,200 for all
 - Motion: Ole Time- Bill
 - Seconded: John
 - All in Favor

9. Open Forum: N/A

- Roman Jones:
 - Consider cleaning and freshening the other monument signs
 - Questioned who knocked down the pole, at the entrance; pole fell
 - Additional JSO patrol hours; Officer Spencer cannot get officers to volunteer
 - Pond 14 tree blocking pond easement

- Pictures with Santa:
 - December 9th 12pm-2pm
 - Motion: Bill
 - Seconded: John
 - All in Favor

10. Adjournment: 8:37pm