

**BOARD OF DIRECTORS MEETING
SUTTON LAKES OWNERS ASSOCIATION
September 16th, 2017
6:30 p.m.
Front pool: 1813 Willesdon Drive E.**

1. **Roll Call:** *Quorum established. Meeting called to order at 6:34pm.* John Chapman-President; Roman Jones-Treasurer; Bill Franco- Secretary; Brenda Wallace-Director; Misty O'Connell-Property Manager
2. **Approval of Minutes:** August 21st, 2017
 - Motion: Brenda
 - Seconded: Roman
 - All in Favor
3. **President's Comments:**
 - Discussion of storm damage with the members.
 - Still looking for ARC volunteers
4. **Report and Approval of August Financials:** Read by Roman Jones
 - Motion: Bill
 - Seconded: Brenda
 - All in Favor
5. **Manager's Report:** Misty O'Connell
 - Bradford Monument Sign:
 - Tiles being engraved.
 - Spoke with contractors 09/14. Two weeks behind. They are hoping to have it completed by month-end.
 - Pools:
 - Front Pool: There is no acid feeder system (pump or tank) which is required by law. They have been manually keeping the pH balanced, which is against code.
 - Back Pool:
 - Acid feeder system does not work – needs to be repaired or replaced
 - Pool is losing water – need to have a leak detection done
 - Tab feeder is no longer operable – needs to be replaced
 - Needs a black algae treatment, but needs to be done after the leak detection has been completed

- Auto-fill does not work properly (but that may be in conjunction with water loss) unsure until leak detection has been
- Landscaping:
 - Approved proposals submitted to Grass Tech. He plans to begin the projects right after Labor Day.
 - Management asked for removal of plants around front pool deck and addition of sod.
 - Bill requested options for landscaped islands in front pool deck. Table for next meeting.
- Ponds:
 - Fountain installed
 - Letter drafted by attorney (AGENDA ITEM). Will be mailed to all homes on an easement.
- Trees:
 - Met with Grass Tech to discuss clean-up project, west of entrance.
 - Will have a second meeting, with Grass Tech and Coastal Trees, once Coastal is done with Irma cleanup. (2 weeks from today...awaiting confirmation)
 - 3 homes, on the preserve, need to have trees cut that are leaning towards their homes. 11150 Englenook, 1830 Willesdon Dr E, 1699 Aston Hall Dr E.
- Front Playground: Bill Franco assisting
 - Bill and I met with Terry of Southern Recreation. Bid submitted. (AGENDA ITEM)
 - Received a catalog from Bliss Products; they have not come on-site, yet.
- Electric to Islands:
 - Started today...will be completed by 09/20.
 - Waiting on Asphalt bid.
- Homes approved for Hearing, if not in compliance after re-inspection:
 - 2117 Willesdon Dr W
 - 1762 Nettington Court
 - 2042 Knottingham Trace
 - 2050 Knottingham Trace
 - 2058 Knottingham Trace
 - 11190 Illford
 - 11206 Illford
 - 11214 Illford
 - 11253 Illford
 - 11277 Illford
 - 11286 Illford
 - 11309 Illford
 - 11326 Illford
 - 11334 Illford
 - 1909 SLB
 - 1841 SLB
 - 1845 SLB
 - 1851 SLB
 - 1857 SLB
 - 1863 SLB
 - 1886 SLB
 - 1897 SLB
 - 1903 SLB

- Financials as of August 31, 2017
 - Operating: \$241,978.84
 - Union Money Market: \$87,008.72
 - Everbank Money Market: \$243,091.86
 - Delinquency Balance: \$188,760.36
 - 7421: Signature Realty credit for Newsletter expense
 - 7700: Pool monitor management
 - 7811: 2 new trash receptacles
 - 7812: July/August community trash pick-up and pool bathroom cleaning
 - 7821: Took 2017 Budget amount and divided by 12. We will be over budget for 2017. Will correct budgeted amount for 2018.
 - 8307: Oak removal at entrance/Pine cut in preserve 11326 Carlsburg Ct.
 - 8479: Playground fence
 - 8480: Fountain Replacement
 - 8484: Electric/light to message board
 - 8487: Trash bin installation, ballast/photocell replacements at entrance

6. Committee Reports:

- Suttonfest: Next Meeting 09/26 at front pool

7. Old Business:

- A. Website
 - Ready to launch
- B. Review Attorney edits of Rules and Regulations
 - Table for next meeting
- C. Review proposal for electric to back field
 - Table for next meeting
 - John will meet with KnR to discuss better locations of receptacles.
- D. Review Attorney letter for homes on storm water access easements

8. New Business:

- A. Discuss adding light post to back playground/parking lot
 - Surrounding homeowners complaining of illegal activity happening, at night, in the playground and parking lot.
 - \$2760 to install
 - Motion: Brenda
 - Seconded: Roman
 - All in Favor
- B. Review first bid for front playground update.
 - Southern Recreation: \$31,650.78
 - Bliss Products: waiting on written proposal-verbal was double Southern Recreation

- Motion to accept Southern Recreation bid contingent on Bliss Products bid amount.
 - Motion: Bill
 - Seconded: Brenda
 - All in favor
- Bill voiced dis-satisfaction with the playground fence. Double gate not entirely installed. Kids hanging on 4ft gate...Needs Spring. Management to get items corrected, ASAP.

9. Open Forum: N/A

- Flag pole is not in position to be enable Association to drop the flag to half-mast. Previous Manager stated that it gets tangled up and rips.
- John Chapman inquired about ponds being raked. This item is not written in the maintenance contract. There is a per hour charge and requires a larger boat, than used for regular maintenance...must have access for boat.
- John Chapman inquired about complaints on Muscovy Ducks. No complaints received, by Management.
- Jessica Fernandez (ARC member) ...Front light posts are faded. Roman suggested calling JEA. Back pool palm trees need to be trimmed. Inquired about demoing the sub-neighborhood signs...In the past, homeowners voted against the removal.
- Bill Franco...fence on Atlantic, headed East, is missing a section; soffit at back pool house is damaged, due to the storm.

10. Adjournment: 7:56pm