

Sunset Lakes Homeowner Association, Inc.

Board of Directors Meeting
Monday April 21, 2025 - 7pm
Virtual Meeting – Zoom link provided

Approved MINUTES

Call to Order – 7:00 pm
Certification of Quorum for Board Meeting

Present		
President	Julie Song	X
Vice President	David Diamond	X
Secretary	Tim Bowlin	X
Treasurer	Ken Persson	X
Director at	Fernando Dominicis	X
Leland Mgmt.	Holly Flinchum	X

NOTE: Per Statute 720.3032 c(1) only items on this Agenda will be discussed at this meeting

Notice of Meeting

- President Julie Song verified the posting of the meeting at both entrance community boards with the agenda and on the SLHOA.com website.

LEGAL MATTERS GUEST: Association Attorney, Alan Schwartzseid was introduced to discuss the importance of updating the community's governing covenants. He clarified that while the covenants have not expired, they are outdated and should be revised to reflect current standards and legal requirements. Alan highlighted the need to modernize provisions related to assessment schedules, preapproved fencing that does not align with existing governing documents, and other necessary updates in accordance with Florida Statutes (F.S.). He recommended a two-part approach to the revision process:

- **Consensus Changes:** Compile a batch of proposed amendments that the Board unanimously agrees on.
- **Homeowner Vote:** Identify 10–15 additional items for which homeowner input is needed. This combined with the consensus changes would be presented for a community vote, requiring a two-thirds (2/3) majority approval to be adopted.

_Property Manager's Report

- The monthly Property Manager Report was emailed to the Board on April 15th.

Compliance Matters

- **Violation Fine Waiver – 791 Sunset Lakes Drive (from 2022):**
Motion by Julie Song **not** to waive the fines. Seconded by David Diamond.
Vote: All in favor. **Motion passed.**
- **Compliance Referral – Homes listed by Holly (dated April 17):**
Motion by Julie Song to forward the list to the Hearing Committee. Seconded by Tim Bowlin.
Vote: All in favor. **Motion passed.**
- **Legal Covenant Enforcement – 3774 Sunward & 866 Limerick:**
Motion by Julie Song to send both properties to legal for covenant enforcement and place liens. Seconded by Tim Bowlin.
Vote: All in favor. **Motion passed.**

Architectural Review Committee (ARC) Report

- The Board received and reviewed the ARC report.

Reports from Officers

President (Julie Song):

- **All Florida Drain Issue:** Pending attorney letter; still no response from the company.
- **Sidewalk Repairs (from March 24th):** Repairs to ruts ongoing; fill dirt to be completed by April 26.

- **Security Cameras:** Proposal pending after meeting with representative.
- **Island Estates Gate Repair:** Approved expense of \$1,370.
- **Tree Trimming:** Approved \$1,085 for trimming/lifting at 781 & 791 Sunset Lakes and HOA property; includes removal of dead palm.
- **2024 Tax Payment & CPA Adjustment:** Julie discussed VP contacting CPA without board knowledge or approval and made adjustments to return without board vote.

Vice President (David Diamond): No report.

Treasurer (Ken Persson):

- **Approval of February 2025 Financials:**
Motion by Ken Persson to approve. Seconded by David Diamond.
Vote: All in favor. **Motion passed.**

Secretary (Tim Bowlin):

- **Approval of March 17, 2025 Board Meeting Minutes:**
Motion by Julie Song. Seconded by Ken Persson.
Vote: All in favor. **Motion passed.**
- **Management Report:** Request to sort street listings in reports for improved readability.
- **Common Area Irrigation:** Julie reported county shutdown of reuse irrigation due to lack of rain. Complete wet check of all common areas performed by irrigation company.
- **Broken Sidewalk Noted:** North of 775 Limerick Julie reported this was provided to Southern Atlantic and repair is included in bid for sidewalk repair and exit extension.

Director at Large (Fernando Dominicis): No report.

New Business / Votes & Discussions

- **(D) Local Attorney Representation:**
Discussion held on exploring other attorney options within Brevard County.
- **(D) Island Estates – Access Path Concerns:**
David Diamond reported dirt bikes, four-wheelers, and golf carts using the path.
Motion: David motioned to increase shrub height from 6 ft to 7 ft. Seconded by Tim Bowlin.
Fernando Dominicis discussed that the HOA should maintain the common area.
Vote: David Diamond, Tim Bowlin, Fernando Dominicis, Ken Persson were in favor. Julie Song abstained. Motion passed.
- **(V) Island Estates Sign – Design Update:**
Motion by David Diamond to change the font. Seconded by Fernando Dominicis.
Vote: All in favor. **Motion passed.**
- **(V) Money Market Investment:**
Motion by Julie Song to move funds into a higher-interest money market account. Seconded by Ken Persson.
Vote: All in favor. **Motion passed.**
- **(V) Quarterly Tax Payments:**
Motion by Julie Song not to make advance quarterly tax payments. Seconded by Ken Persson.
Vote: All in favor. **Motion passed.**
(V) Motion by David to accept CPA's amended return. Seconded by Tim Bowlin.
Vote: David Diamond, Tim Bowlin, Fernando Dominicis were in favor, Ken Persson and Julie Song abstained.
Motion passed.
- **(V) Sidewalk Repair – Sunset Lakes Entrance & Four Additional Fixes (\$6,700):**
Motion by Julie Song to approve Southern Atlantic proposal. Seconded by Tim Bowlin.
Vote: All in favor. **Motion passed.**
- **(V) AT&T Access Agreement (Converge):**
Motion by Julie Song to proceed. Seconded by Tim Bowlin.
Discussion held. Vote withheld. Item tabled.

- **(V) Erosion Issue – 4082 Tradewinds Trail (Island Estates Pond Bank, \$14,000):**
Motion by Julie Song to have Holly Flinchum notify the owner that the HOA will not cover repair costs of the altered easement. Seconded by Ken Persson.
Vote: All in favor. **Motion passed.**

Unfinished Business

- **Hurricane Preparedness Policy:**
Assigned to Tim Bowlin for follow-up and completion of draft to present to the Board for consideration.
(David Diamond left the meeting)
- **Draft Document Review as discussed with Association Attorney:**
Motion by Julie Song to finalize updates and send to attorney, set up meeting with attorney for strategy. Seconded by Ken Persson.
Vote: Julie Song, Ken Persson, Fernando Dominicis were in favor. Tim Bowlin abstained. **Motion passed.**

Homeowner Comments / Questions

Homeowners were able to interact with questions and answers with association attorney at the beginning of the meeting.

Meeting Adjourned: 9:44 PM

Next Meeting: May 19, 2025 at 7:00 PM via Zoom

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
3/31/2025

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$131,134.96
1070 - Operating ICS - Alliance	\$170,633.96

<u>Cash - Operating Total</u>	\$301,768.92
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$75,173.62
1170 - Reserves ICS - Alliance	\$321,020.06

<u>Cash - Reserves Total</u>	\$396,193.68
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$6,865.78
1220 - Allowance for Bad Debt	(\$8,523.60)
1250 - Violation / Fines Receivable	\$7,000.00

<u>Current Assets - Accts Receivable Total</u>	\$5,342.18
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11.28.25	\$6,507.80
1510 - Prepaid Expenses	\$149.97

<u>Current Assets - Other Total</u>	\$6,657.77
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<i>Assets Total</i>		\$709,962.55
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Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$5,192.42
2020 - Prepaid Assessments	\$27,154.76
2030 - Accrued Expenses	\$1,500.00
2060 - Deferred Assessments	\$123,558.04

<u>Liabilities Total</u>	\$157,405.22
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Reserves

3005 - Reserves - Pooled	\$339,394.79
3006 - Spent From Reserves Pooled	(\$11,310.00)
3030 - Reserves - Playground Equipment	\$9,927.97
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$37,890.64
3051 - Spent From Reserves Gazebos / Docks / Piers / Bridges	(\$279.16)
3080 - Reserves - Entrance Sign	\$18,195.27
3399 - Interest on Reserve Acct	\$2,374.17

<u>Reserves Total</u>	\$396,193.68
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<u>Retained Earnings</u>	\$154,984.17
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<u>Net Income</u>	\$1,379.48
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<i>Liabilities & Equity Total</i>		\$709,962.55
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Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
3/1/2025 - 3/31/2025

	3/1/2025 - 3/31/2025			1/1/2025 - 3/31/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Income</u>							
4010 - Assessment Income	\$41,186.02	\$41,186.02	\$0.00	\$123,558.06	\$123,558.06	\$0.00	\$494,232.20
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00	\$0.00
4070 - Interest on Delinquent Balance	\$63.28	\$0.00	\$63.28	\$376.71	\$0.00	\$376.71	\$0.00
4180 - Interest on Operating Acct	\$401.57	\$0.00	\$401.57	\$1,164.54	\$0.00	\$1,164.54	\$0.00
4190 - Interest on Reserve Acct	\$906.82	\$0.00	\$906.82	\$2,374.17	\$0.00	\$2,374.17	\$0.00
4200 - Allocate Reserve Interest	(\$906.82)	\$0.00	(\$906.82)	(\$2,374.17)	\$0.00	(\$2,374.17)	\$0.00
4380 - Gate Remote Income	\$110.00	\$0.00	\$110.00	\$430.00	\$0.00	\$430.00	\$0.00
4390 - Miscellaneous Income	\$38.04	\$0.00	\$38.04	\$79.04	\$0.00	\$79.04	\$0.00
<u>Total Income</u>	\$41,798.91	\$41,186.02	\$612.89	\$127,033.35	\$123,558.06	\$3,475.29	\$494,232.20
Total Income	\$41,798.91	\$41,186.02	\$612.89	\$127,033.35	\$123,558.06	\$3,475.29	\$494,232.20
Expense							
<u>General & Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.00
6040 - Legal Fees	\$3,720.00	\$1,166.67	(\$2,553.33)	\$9,182.00	\$3,500.01	(\$5,681.99)	\$14,000.00
6050 - Other Professional Services	\$0.00	\$41.67	\$41.67	\$0.00	\$125.01	\$125.01	\$500.00
6080 - Bank Fees / Semi Annual Assessment Stmt	\$0.00	\$0.00	\$0.00	\$938.00	\$938.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$451.55	\$1,000.00	\$548.45	\$2,452.76	\$3,000.00	\$547.24	\$12,000.00
6110 - Insurance	\$815.71	\$814.22	(\$1.49)	\$2,447.13	\$2,442.66	(\$4.47)	\$9,770.64
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$24,000.00
6170 - Website	\$58.16	\$0.00	(\$58.16)	\$489.56	\$0.00	(\$489.56)	\$600.00
6180 - Meeting Room Rental	\$0.00	\$33.33	\$33.33	\$50.00	\$99.99	\$49.99	\$400.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.25
6240 - Bad Debt	\$100.00	\$100.00	\$0.00	\$300.00	\$300.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$50.00	\$50.00	(\$108.51)	\$150.00	\$258.51	\$600.00
6320 - Property Tax	\$1,113.13	\$1,100.00	(\$13.13)	\$1,113.13	\$1,100.00	(\$13.13)	\$1,100.00
6330 - Violation Fines	\$0.00	\$125.00	\$125.00	\$0.00	\$375.00	\$375.00	\$1,500.00
<u>Total General & Administrative</u>	\$8,258.55	\$6,430.89	(\$1,827.66)	\$22,864.07	\$18,030.67	(\$4,833.40)	\$69,332.89
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$22,875.00	\$20,085.00	(\$2,790.00)	\$80,340.00
6530 - Mulch / Sod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,309.31
6550 - Tree Trim / Removal / Replacement	\$800.00	\$800.00	\$0.00	\$3,850.00	\$3,850.00	\$0.00	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$250.00	\$250.00	\$0.00	\$750.00	\$750.00	\$3,000.00
6570 - Fertilization and Chemicals	\$0.00	\$0.00	\$0.00	\$1,850.00	\$0.00	(\$1,850.00)	\$0.00
6610 - Irrigation - Repairs / Maintenance	\$0.00	\$250.00	\$250.00	\$350.00	\$750.00	\$400.00	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,500.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$18,000.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.33	\$83.33	\$4,150.00	\$249.99	(\$3,900.01)	\$1,000.00
6730 - On Site Maintenance Labor	\$1,324.40	\$1,950.00	\$625.60	\$2,709.79	\$5,850.00	\$3,140.21	\$23,400.00
6735 - Project Assistance Time / Labor	\$0.00	\$125.00	\$125.00	\$97.74	\$375.00	\$277.26	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.67	\$41.67	\$60.00	\$125.01	\$65.01	\$500.00
6770 - Doggie Station Services	\$1,002.00	\$0.00	(\$1,002.00)	\$1,002.00	\$0.00	(\$1,002.00)	\$0.00
6790 - General Repairs / Maintenance / Materials	\$170.41	\$750.00	\$579.59	\$421.76	\$2,250.00	\$1,828.24	\$9,000.00
6900 - Gate System Programming	\$150.00	\$150.00	\$0.00	\$400.00	\$450.00	\$50.00	\$1,800.00
6910 - Gate System Maintenance	\$105.00	\$208.33	\$103.33	\$210.00	\$624.99	\$414.99	\$2,500.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
3/1/2025 - 3/31/2025

	3/1/2025 - 3/31/2025			1/1/2025 - 3/31/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6920 - Gate / Transmitter	\$0.00	\$50.00	\$50.00	\$785.92	\$150.00	(\$635.92)	\$600.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.67	\$416.67	\$0.00	\$1,250.01	\$1,250.01	\$5,000.00
<u>Total Grounds</u>	\$11,746.81	\$13,270.00	\$1,523.19	\$43,262.21	\$41,260.00	(\$2,002.21)	\$178,949.31
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,852.92	\$1,916.67	\$63.75	\$3,877.61	\$5,750.01	\$1,872.40	\$23,000.00
7830 - Utilities - Phone Line	\$129.98	\$150.00	\$20.02	\$389.92	\$450.00	\$60.08	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$115.90	\$116.67	\$0.77	\$331.70	\$350.01	\$18.31	\$1,400.00
7850 - Utilities - Water / Sewer	\$103.25	\$104.17	\$0.92	\$303.33	\$312.51	\$9.18	\$1,250.00
<u>Total Utilities</u>	\$2,202.05	\$2,287.51	\$85.46	\$4,902.56	\$6,862.53	\$1,959.97	\$27,450.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$18,208.33	\$18,208.33	\$0.00	\$54,625.03	\$54,625.03	\$0.00	\$218,500.00
<u>Total Reserves</u>	\$18,208.33	\$18,208.33	\$0.00	\$54,625.03	\$54,625.03	\$0.00	\$218,500.00
Total Expense	\$40,415.74	\$40,196.73	(\$219.01)	\$125,653.87	\$120,778.23	(\$4,875.64)	\$494,232.20
Operating Net Income	\$1,383.17	\$989.29	\$393.88	\$1,379.48	\$2,779.83	(\$1,400.35)	\$0.00
Net Income	\$1,383.17	\$989.29	\$393.88	\$1,379.48	\$2,779.83	(\$1,400.35)	\$0.00