

**Sunset Lakes Homeowner Association, Inc.**

Board of Directors Meeting

January 20, 2025

7pm Via ZOOM

**MINUTES**

Zoom link:

<https://us06web.zoom.us/j/93875635738?pwd=bXI3dGdEek9KNWtCaDNsUjQ2MVlZZz09>

or call in

346.248.7799

Meeting ID: 938 7563 5738

Passcode: 416086

Called to Order at 7:00 pm by President Julie Song who proceeded to chair the meeting.

Certification of Quorum for Board Meeting

<b>Present</b>		
x	President	Julie Song
x	Vice President	David Diamond
x	Secretary	Tim Bowlin
x	Treasurer	Ken Persson
x	Director at Large	Fernando Dominicis
x	<b>Leland Mgmt.</b>	Holly Flinchum, LCAM – Community Association Manager

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

Notice of Meeting

Posted at entrance community boards with agenda and on the SLHOA.com website.

**PROPERTY MANAGER REPORT** – emailed to board on 15<sup>th</sup> of every month

**LEGAL MATTERS** - Standards have been filed/recorded with Brevard County

**COMPLIANCE MATTERS** - vote to send forward noncompliance matters - Motion made by Julie Song to approve all noncompliance open violations following the association’s existing policy; to all those that have already received a final notice to go to the fining committee. After the discussion regarding when the fining charges are assessed by management with the clarity that a 14 day Fining meeting notice is sent to all that remain in open status, management fining charges are assessed only for the fining packets that are prepared prior to the fining meeting. Closed violations prior to the fining meeting will have no need for a fining packet. David Diamond second the motion. In a call for a vote, Julie Song, David Diamond, Tim Bowlin, Ken Persson and Fernando Dominicis voted yes and with all in favor, the motion passed.

**ARC REPORT** – Received and viewed today. Property profile updates made by Management.

**REPORTS FROM OFFICERS**

President: Approved cleaning of drainage ditch behind Sunward cleaning \$3,500  
Approved cleaning of drain at dry retention pond #16 \$650  
Letters to homes with objects over drain along Sunward - Leland  
Letters to homes with 6’ fences facing lake – Leland - Leland  
Letters to homes where drains have washed away dirt causing issues with sidewalks around lakes - Board  
Letters to homes on Sunflower/Sunbeam regarding mill repaving 3/5 – 3/7  
Creation of “Ten Commandments” of Sunset Lakes for new owners – draft to be sent to the Board that will be included in the welcome packet.  
Dead Egret removed from lake – no charge

Vice President: No report

Treasurer: Approval of November 2024 financials – Motion by Ken Persson to approve the November 2024 financial report, seconded by David Diamond. In a call for a vote, Julie Song, David Diamond, Tim Bowlin, Ken Parsson and Fernando Dominicis were in favor by saying “yes”; therefore, the motion passed.

Secretary: Vote to approve Board Minutes –BOD Meeting on December 9, 2024- Motion made by Tim Bowlin to approve the Minutes as prepared by Management. Julie Song seconded the motion. In a call for a vote; Julie Song, David Diamond, Tim Bowlin, and Ken Parsson voted yes. Fernando Dominicis is now no longer eligible to vote. With all in favor the motion passed.

Director at Large: Julie Song ask Fernando Dominicis if he had completed his Board Certification class. The response was no. Failure to do so within 90 days results in suspension from the Board as per Florida Statutes and therefore ineligible to vote moving forward until the certification is obtained.

**VOTE/New Business – (V) vote (D) discussion**

**(V)** Proposals for maintenance and maintaining the berm at Island Estates – Julie Song provided a general review and led the discussion of the bids obtained from ERS and from Brevard Lawn. Motion to approve the estimate from Brevard Lawn was made by David Diamond. Tim Bowlin seconded. In a call for a vote, Julie Song, David Diamond, Tim Bowlin and Ken Parsson were in favor by voting yes. Motion passed unanimously.

(V) Proposal of Refurbish of Sign at Island Estates – Motion made by Julie Song to approve the estimate received from Sign Lords to refurbish the sign. Seconded by David Diamond. After a brief discussion of fonts, brick and lighting; there was a call for a vote. Julie Song, David Diamond, Tim Bowlin and Ken Persson voted yes. With the vote unanimous, the motion passed.

(V) Sidewalk repair replacement – Julie Song led the discussion of a report and estimate for the repair/replacement of all noted sidewalks, 1,198 sq feet of concrete sidewalk, installation of retainer supports on sloping sidewalks provided by Atlantic Southern Paving, can be complete in February 2025. Julie Song very concerned with ADA noncompliance issues would like to have the work done next month. Will bring all sidewalks into full compliance for the safety of all residents who wish to use the sidewalk. Julie Song discussed that homeowners must refrain from using all areas with their French drain which causes the areas around the sidewalk to depress and fail causing serious issues with the sidewalks. Julie Song made a motion to approve the sidewalk estimate from Atlantic Southern Paving at a cost of \$28,275 to be funded from the pooled reserves. There was no second to the motion. The Board would like Management to obtain another comparable bid. Tabled.

(V) Proposals for ant treatment – Julie Song led the discussion and provided an explanation of bids obtained from Ecor and from ERS. Motion made by David Diamond second by Tim Bowlin to approve the estimate from ERS for a complete fire ant treatment of the main park area for a total of \$1,800 and free call back treatments for the remaining of the year. In a call for a vote, Julie Song, David Diamond, Tim Bowlin and Ken Persson voted yes. With a unanimous vote, the motion passed.

#### **Unfinished Business**

Hurricane Preparedness policy – still working on appointment of tasks

Homeowner's comments/questions – A huge Thank you received from homeowner, Phil Stasick. Chris Gilbrich from Island Estates wanted to report an erosion issue over the past few years has noticed that the pond behind his home that is getting wider and wider.

**Next Meeting – ANNUAL MEETING – February 11, 2025 – St. Lukes Episcopal Church 5555 N. Tropical Trail**

**Adjournment** –With no further business, the meeting adjourned at 8:18 pm

**Sunset Lakes Homeowners Association, Inc.**  
**Balance Sheet**  
**12/31/2024**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$142,815.13
1070 - Operating ICS - Alliance	\$169,480.91

<u>Cash - Operating Total</u>	\$312,296.04
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$31,653.70
1170 - Reserves ICS - Alliance	\$318,850.78

<u>Cash - Reserves Total</u>	\$350,504.48
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$3,807.42
1220 - Allowance for Bad Debt	(\$8,223.60)
1250 - Violation / Fines Receivable	\$7,000.00

<u>Current Assets - Accts Receivable Total</u>	\$2,583.82
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11.28.24	\$8,954.93
1510 - Prepaid Expenses	\$149.97

<u>Current Assets - Other Total</u>	\$9,104.90
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<i>Assets Total</i>		\$674,489.24
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**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$6,336.71
2020 - Prepaid Assessments	\$163,601.88

<u>Liabilities Total</u>	\$169,938.59
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Reserves

3005 - Reserves - Pooled	\$330,180.78
3006 - Spent From Reserves Pooled	(\$46,890.92)
3020 - Reserves - Roads	\$22,896.91
3021 - Spent From Reserves Roads	(\$22,896.91)
3030 - Reserves - Playground Equipment	\$11,271.73
3031 - Spent From Reserves Playground Equipment	(\$1,163.18)
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$46,299.84
3051 - Spent From Reserves Gazebos / Docks / Piers / Bridges	(\$7,720.00)
3070 - Reserves - Capital Assets	\$32,567.72
3071 - Spent From Capital Assets	(\$32,567.72)
3080 - Reserves - Entrance Sign	\$18,854.22
3081 - Spent from reserves Entrance Sign	(\$327.99)

<u>Reserves Total</u>	\$350,504.48
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<u>Retained Earnings</u>	\$161,280.01
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<u>Net Income</u>	(\$7,233.84)
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<i>Liabilities &amp; Equity Total</i>		\$674,489.24
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**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**12/1/2024 - 12/31/2024**

	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$37,441.77	\$37,441.77	\$0.00	\$449,302.00	\$449,302.00	\$0.00	\$449,302.00
4025 - Prior Year Surplus	\$0.00	\$4,078.19	(\$4,078.19)	\$0.00	\$48,938.50	(\$48,938.50)	\$48,938.50
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$2,175.00	\$0.00	\$2,175.00	\$0.00
4070 - Interest on Delinquent Balance	\$23.55	\$0.00	\$23.55	\$787.13	\$0.00	\$787.13	\$0.00
4180 - Interest on Operating Acct	\$455.68	\$0.00	\$455.68	\$7,484.36	\$0.00	\$7,484.36	\$0.00
4190 - Interest on Reserve Acct	\$478.02	\$0.00	\$478.02	\$6,266.47	\$0.00	\$6,266.47	\$0.00
4200 - Allocate Reserve Interest	(\$478.02)	\$0.00	(\$478.02)	(\$6,266.47)	\$0.00	(\$6,266.47)	\$0.00
4380 - Gate Remote Income	\$20.00	\$0.00	\$20.00	\$1,360.00	\$0.00	\$1,360.00	\$0.00
<u>Total Income</u>	\$37,941.00	\$41,519.96	(\$3,578.96)	\$461,108.49	\$498,240.50	(\$37,132.01)	\$498,240.50
<b>Total Income</b>	\$37,941.00	\$41,519.96	(\$3,578.96)	\$461,108.49	\$498,240.50	(\$37,132.01)	\$498,240.50
<b>Expense</b>							
<u>General &amp; Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$1,650.00	\$1,650.00	\$1,650.00
6040 - Legal Fees	\$245.00	\$916.66	\$671.66	\$12,841.27	\$13,000.00	\$158.73	\$13,000.00
6050 - Other Professional Services	\$2,754.90	\$208.37	(\$2,546.53)	\$3,276.90	\$2,500.00	(\$776.90)	\$2,500.00
6080 - Bank Fees / Semi Annual Assessment Stmt	\$938.00	\$0.00	(\$938.00)	\$2,814.00	\$1,876.00	(\$938.00)	\$1,876.00
6090 - Postage / Copies / Supplies	\$1,001.01	\$1,250.00	\$248.99	\$8,904.87	\$15,000.00	\$6,095.13	\$15,000.00
6110 - Insurance	\$815.71	\$849.62	\$33.91	\$10,211.82	\$10,195.22	(\$16.60)	\$10,195.22
6160 - Management Fees	\$1,900.00	\$1,900.00	\$0.00	\$22,800.00	\$22,800.00	\$0.00	\$22,800.00
6170 - Website	\$0.00	\$41.63	\$41.63	\$1,098.85	\$500.00	(\$598.85)	\$500.00
6180 - Meeting Room Rental	\$0.00	\$100.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$61.25	\$86.25	\$25.00	\$86.25
6240 - Bad Debt	\$100.00	\$100.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$261.36	\$41.63	(\$219.73)	\$845.84	\$500.00	(\$345.84)	\$500.00
6320 - Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
6330 - Violation Fines	\$0.00	\$125.00	\$125.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
<u>Total General &amp; Administrative</u>	\$8,015.98	\$5,532.91	(\$2,483.07)	\$64,104.80	\$72,407.47	\$8,302.67	\$72,407.47
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$7,895.00	\$6,695.00	(\$1,200.00)	\$80,955.00	\$80,340.00	(\$615.00)	\$80,340.00
6530 - Mulch / Sod	\$0.00	\$1,250.00	\$1,250.00	\$12,000.00	\$15,000.00	\$3,000.00	\$15,000.00
6550 - Tree Trim / Removal / Replacement	\$0.00	\$1,250.00	\$1,250.00	\$12,986.00	\$15,000.00	\$2,014.00	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$416.67	\$416.67	\$2,550.00	\$3,000.00	\$450.00	\$3,000.00
6570 - Fertilization and Chemicals	\$0.00	\$931.25	\$931.25	\$8,822.00	\$11,175.00	\$2,353.00	\$11,175.00
6610 - Irrigation - Repairs / Maintenance	\$0.00	\$166.63	\$166.63	\$1,253.57	\$2,000.00	\$746.43	\$2,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,323.16	(\$176.84)	\$16,346.07	\$15,878.03	(\$468.04)	\$15,878.03
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.37	\$83.37	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
6730 - On Site Maintenance Labor	\$714.28	\$1,820.00	\$1,105.72	\$15,983.80	\$21,840.00	\$5,856.20	\$21,840.00
6735 - Project Assistance Time / Labor	\$0.00	\$50.00	\$50.00	\$1,785.00	\$600.00	(\$1,185.00)	\$600.00
6750 - Locks / Keys / Signs	\$0.00	\$41.63	\$41.63	\$426.29	\$500.00	\$73.71	\$500.00
6790 - General Repairs / Maintenance / Materials	\$0.00	\$833.37	\$833.37	\$930.36	\$10,000.00	\$9,069.64	\$10,000.00
6910 - Gate System Maintenance	\$105.00	\$83.34	(\$21.66)	\$1,283.70	\$2,500.00	\$1,216.30	\$2,500.00
6920 - Gate / Transmitter	\$100.00	\$241.66	\$141.66	\$1,891.83	\$1,700.00	(\$191.83)	\$1,700.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.63	\$416.63	\$4,100.00	\$5,000.00	\$900.00	\$5,000.00

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**12/1/2024 - 12/31/2024**

	12/1/2024 - 12/31/2024			1/1/2024 - 12/31/2024			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6940 - Storm Debris Removal	\$0.00	\$0.00	\$0.00	\$5,406.61	\$0.00	(\$5,406.61)	\$0.00
<u>Total Grounds</u>	\$10,314.28	\$15,602.71	\$5,288.43	\$166,720.23	\$185,533.03	\$18,812.80	\$185,533.03
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$3,492.79	\$1,916.63	(\$1,576.16)	\$21,928.83	\$23,000.00	\$1,071.17	\$23,000.00
7830 - Utilities - Phone Line	\$129.97	\$283.37	\$153.40	\$1,325.68	\$3,400.00	\$2,074.32	\$3,400.00
7840 - Utilities - Telephone and Cell Service	\$87.90	\$141.63	\$53.73	\$1,984.65	\$1,700.00	(\$284.65)	\$1,700.00
7850 - Utilities - Water / Sewer	\$109.79	\$91.63	(\$18.16)	\$1,178.14	\$1,100.00	(\$78.14)	\$1,100.00
<u>Total Utilities</u>	\$3,820.45	\$2,433.26	(\$1,387.19)	\$26,417.30	\$29,200.00	\$2,782.70	\$29,200.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$17,591.67	\$17,591.67	\$0.00	\$211,100.00	\$211,100.00	\$0.00	\$211,100.00
<u>Total Reserves</u>	\$17,591.67	\$17,591.67	\$0.00	\$211,100.00	\$211,100.00	\$0.00	\$211,100.00
<b>Total Expense</b>	<b>\$39,742.38</b>	<b>\$41,160.55</b>	<b>\$1,418.17</b>	<b>\$468,342.33</b>	<b>\$498,240.50</b>	<b>\$29,898.17</b>	<b>\$498,240.50</b>
Operating Net Income	(\$1,801.38)	\$359.41	(\$2,160.79)	(\$7,233.84)	\$0.00	(\$7,233.84)	\$0.00
Net Income	(\$1,801.38)	\$359.41	(\$2,160.79)	(\$7,233.84)	\$0.00	(\$7,233.84)	\$0.00