

**SUNSET LAKES HOMEOWNERS ASSOCIATION, INC.**  
**Professionally Managed by: Leland Management**  
**1221 Admiralty Blvd., Rockledge FL 32955**

**Annual Meeting of Members**

**Place of Meeting:**

St. Lukes Church  
5555 N Tropical Trail, Merritt Island FL 32953

**Date/Time of Meeting:**

Tuesday, February 11, 2025, at 7:00 PM (sign-in began at 6:30 PM)

**Call to Order:**

No meeting held due to lack of quorum; therefore, no minutes were recorded.

**Certification of Membership Quorum (Proxies):**

One hundred forty-one (141) units were needed either in person or by proxy to meet the quorum requirements. A total of 69 was recorded, and the quorum was not obtained.

**Proof of Notice of Meeting:**

An affidavit of mailing dated January 9, 2025, serves as proof of notice to all owners. The meeting notice was also posted on the website and in the community message boards by President Julie Song, meeting posting requirements.

**Board Candidate Solicitation:**

The solicitation of Board candidates for the five (5) available positions yielded three (3) candidates:

- Matthew T. Bowlin St.
- David Diamond
- Julie Song

With no quorum and no election, the current Board members remain.

**Architectural Review Committee (ARC) Candidate Solicitation:**

The solicitation of ARC members for the three (3) available positions yielded one (1) candidate:

- Brent Krebs

With no quorum and no election, the current ARC committee members remain.

**Adjournment:**

No further business could be conducted due to the lack of quorum. The meeting was not held.

# **Sunset Lakes Homeowner Association, Inc.**

Board of Directors Organizational Meeting  
February 11, 2025 – Immediately following the Annual Members Meeting  
St. Lukes Church – 5555 N. Tropical Trail

## **MINUTES**

Call to Order – 7:04 pm

Certification of Quorum for the Board of Directors Organizational Meeting

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

Board Organization:

President – Julie K. Song

Vice President – David Diamond

Secretary – Mathew T. Bowlin Sr.

Treasurer – Kenneth V. Persson

Director at Large – Fernando Dominicis Jr.

A motion was made by Julie Song to approve the organization of the Board of Directors as listed which is the same as last year (2024); Ken Persson second. In a call for a vote: Julie Song, Tim Bowlin, Ken Persson and Fernando Dominicis voted yes. With all in favor, the motion passed

With no further business, the meeting adjourned at 7:08 pm

**Sunset Lakes Homeowner Association, Inc.**

Board of Directors Meeting

February 11, 2025 - 7pm

St. Lukes Church – 5555 N. Tropical Trail

**MINUTES**

Call to Order – 7:10 pm

Certification of Quorum for Board Meeting

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

**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](http://SLHOA.com) website.

**PROPERTY MANAGER REPORT** – emailed to board on 15<sup>th</sup> of every month – next site inspection 02-20-2025

**LEGAL MATTERS -**

**COMPLIANCE MATTERS -**

**ARC REPORT** – Current report received today.

**REPORTS FROM OFFICERS**

President: Reserve Interest discussion.  
 Common Area dead trees Sunflower/Sunbeam Carlos taking care of 1/30/2025  
 All Pro – met 1/31/25 for \$2400 will clear Island Estates and will provide maint. agreement for future  
 Clean up of Berm status – first week finished yesterday, 4 loads to dump, will be maintaining on a monthly basis

Vice President:  
 Treasurer: Approval of December 2024 financials – Motion made by Ken Persson to approve the Sunset Lakes December 2024 financials. Julie Song second. In a call for a vote: Julie Song, Tim Bowlin, Ken Persson, Fernando Dominicis voted yes. With none opposed, the motion passed.

Secretary: Vote to approve Board Minutes –BOD Meeting on January 20 2025. A Motion by Tim Bowlin to approve, second by Julie Song. In a call for a vote: Julie Song, Tim Bowlin, Ken Persson, Fernando Dominicis voted yes. With a unanimous vote, the motion passed.

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

- (V) Reserve Interest at year end to be distributed to Pooled account only – Julie Song made a motion effective 2024 going forward, to move 2024 reserve interest to the pooled account only, further going forward earned reserve interest will be applied to the pooled reserve account fund only. Ken Persson seconded. Vote: Julie Song, Tim Bowlin, Ken Persson and Fernando Dominicis voted yes. With the vote unanimous, the motion passed.
- (V) Sidewalk repair replacement – A bid from Atlantic Southern Paving received, bids pending from Waypoint and Precision Sidewalk Safety – A motion was made by Julie Song to approve an expense for concrete sidewalk repairs/replacements not to exceed \$28,500, Tim Bowlin seconded. After discussion, call for a vote: Julie Song, Tim Bowlin, Ken Persson and Fernando Dominicis voted yes. With none opposed the motion passed.
- (V) Convergent – Negotiations with Comcast and AT&T for fiber optics, convergent manages and oversees the installation process – Julie Song reported on the various options whereas the association would earn revenue for either access or bulk. Both options were shared as well as the 1 gig internet. For the bulk option, the expense would be a monthly HOA Utility expense. Julie Song would like to survey the community for overall interest. For the bulk option the rate would be \$32 per month, and would increase a small % over a 7 year time frame. Tim Bowlin foresees a future conversion to satellite in the next five years. Open discussion with owners in attendance and the Board. Amy of Convergent will be in attendance at next months meeting.
- (V) Have atty send letter to All Florida Septic – Motion by Julie Song, letter from attorney to All Florida Septic/also known as Wind River Environmental. Drainage work last June and they have been contacted to return and made warranty repairs; Cody Perry responded to our contact query, however has been very non-responsive and a no show. Tim Bowlin second. Julie Song, Tim Bowlin, Ken Persson and Fernando Dominicis voted yes. None were opposed and the motion passed.
- (V) Three fences on small lake higher than 4’ – Julie Song led the discussion. Will be a non-compliance issue. Julie Song motion to inform owners that they have a non -compliance fence and non-compliance will need to be recorded in profile – Ken seconded. Motion passed.
- (V) Vice Painting – Motion by Julie Song to accept the bid from Vice Painting for painting all curbing for each for an expense not to exceed \$9400 for the painting of all no parking zones. Vote: Julie Song, Tim Bowlin, Ken Persson and Fernando Dominics agreed by voting yes. With none

- opposed the motion passed.
- (D) Reinstatement of Community Standards – registration of non-conformities – Board will get copies.
  - (D) C&Rs should be ready – The Board will review upon receipt.
  - (D) Resolution for Electronic Voting & Communications – update June? - Board will adopt a resolution to proceed accurately, was not done properly.

**Unfinished Business**

Hurricane Preparedness policy – still working on appointment of tasks

Homeowner's comments/questions

Julie Song announced the forthcoming paving project and schedule.

Adjournment - With no further business and unanimous consent, meeting adjourned at 8:00

**Next Meeting – March 17, 2025 7pm via ZOOM**

**Sunset Lakes Homeowners Association, Inc.**  
**Balance Sheet**  
**1/31/2025**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$204,467.96
1070 - Operating ICS - Alliance	\$169,877.19

<u>Cash - Operating Total</u>	\$374,345.15
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$49,866.35
1170 - Reserves ICS - Alliance	\$319,596.31

<u>Cash - Reserves Total</u>	\$369,462.66
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$18,933.62
1220 - Allowance for Bad Debt	(\$8,323.60)
1250 - Violation / Fines Receivable	\$7,000.00

<u>Current Assets - Accts Receivable Total</u>	\$17,610.02
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11.28.25	\$8,139.22
1510 - Prepaid Expenses	\$1,087.97

<u>Current Assets - Other Total</u>	\$9,227.19
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<i>Assets Total</i>		\$770,645.02
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**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$14,990.89
2020 - Prepaid Assessments	\$24,290.02
2060 - Deferred Assessments	\$205,930.08

<u>Liabilities Total</u>	\$245,210.99
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Reserves

3005 - Reserves - Pooled	\$302,978.13
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	\$749.81

<u>Reserves Total</u>	\$369,462.66
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<u>Retained Earnings</u>	\$154,984.17
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<u>Net Income</u>	\$987.20
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<i>Liabilities &amp; Equity Total</i>		\$770,645.02
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**Sunset Lakes Homeowners Association, Inc.**

**Budget Comparison Report**

**1/1/2025 - 1/31/2025**

	1/1/2025 - 1/31/2025			1/1/2025 - 1/31/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$41,186.02	\$41,186.02	\$0.00	\$41,186.02	\$41,186.02	\$0.00	\$494,232.20
4060 - Late Fee Income	\$1,425.00	\$0.00	\$1,425.00	\$1,425.00	\$0.00	\$1,425.00	\$0.00
4070 - Interest on Delinquent Balance	\$225.93	\$0.00	\$225.93	\$225.93	\$0.00	\$225.93	\$0.00
4180 - Interest on Operating Acct	\$400.43	\$0.00	\$400.43	\$400.43	\$0.00	\$400.43	\$0.00
4190 - Interest on Reserve Acct	\$749.81	\$0.00	\$749.81	\$749.81	\$0.00	\$749.81	\$0.00
4200 - Allocate Reserve Interest	(\$749.81)	\$0.00	(\$749.81)	(\$749.81)	\$0.00	(\$749.81)	\$0.00
4380 - Gate Remote Income	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00
<u>Total Income</u>	<u>\$43,437.38</u>	<u>\$41,186.02</u>	<u>\$2,251.36</u>	<u>\$43,437.38</u>	<u>\$41,186.02</u>	<u>\$2,251.36</u>	<u>\$494,232.20</u>
<b>Total Income</b>	<b>\$43,437.38</b>	<b>\$41,186.02</b>	<b>\$2,251.36</b>	<b>\$43,437.38</b>	<b>\$41,186.02</b>	<b>\$2,251.36</b>	<b>\$494,232.20</b>
<b>Expense</b>							
<u>General &amp; 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	\$1,990.00	\$1,166.67	(\$823.33)	\$1,990.00	\$1,166.67	(\$823.33)	\$14,000.00
6050 - Other Professional Services	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00
6080 - Bank Fees / Semi Annual Assessment Stmt	\$0.00	\$938.00	\$938.00	\$0.00	\$938.00	\$938.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$110.53	\$1,000.00	\$889.47	\$110.53	\$1,000.00	\$889.47	\$12,000.00
6110 - Insurance	\$815.71	\$814.22	(\$1.49)	\$815.71	\$814.22	(\$1.49)	\$9,770.64
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$24,000.00
6170 - Website	\$431.40	\$0.00	(\$431.40)	\$431.40	\$0.00	(\$431.40)	\$600.00
6180 - Meeting Room Rental	\$0.00	\$33.33	\$33.33	\$0.00	\$33.33	\$33.33	\$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	\$100.00	\$100.00	\$0.00	\$1,200.00
6250 - HOA Supplies	(\$108.51)	\$50.00	\$158.51	(\$108.51)	\$50.00	\$158.51	\$600.00
6320 - Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00
6330 - Violation Fines	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00	\$1,500.00
<u>Total General &amp; Administrative</u>	<u>\$5,339.13</u>	<u>\$6,268.89</u>	<u>\$929.76</u>	<u>\$5,339.13</u>	<u>\$6,268.89</u>	<u>\$929.76</u>	<u>\$69,332.89</u>
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$6,695.00	\$6,695.00	\$0.00	\$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	\$3,050.00	\$3,050.00	\$0.00	\$3,050.00	\$3,050.00	\$0.00	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	\$250.00	\$3,000.00
6610 - Irrigation - Repairs / Maintenance	\$350.00	\$250.00	(\$100.00)	\$350.00	\$250.00	(\$100.00)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$5,650.00	\$1,500.00	(\$4,150.00)	\$5,650.00	\$1,500.00	(\$4,150.00)	\$18,000.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33	\$1,000.00
6730 - On Site Maintenance Labor	\$749.25	\$1,950.00	\$1,200.75	\$749.25	\$1,950.00	\$1,200.75	\$23,400.00
6735 - Project Assistance Time / Labor	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00
6790 - General Repairs / Maintenance / Materials	\$116.88	\$750.00	\$633.12	\$116.88	\$750.00	\$633.12	\$9,000.00
6900 - Gate System Programming	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00	\$150.00	\$1,800.00
6910 - Gate System Maintenance	\$0.00	\$208.33	\$208.33	\$0.00	\$208.33	\$208.33	\$2,500.00
6920 - Gate / Transmitter	\$100.00	\$50.00	(\$50.00)	\$100.00	\$50.00	(\$50.00)	\$600.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.67	\$416.67	\$0.00	\$416.67	\$416.67	\$5,000.00
<u>Total Grounds</u>	<u>\$16,711.13</u>	<u>\$15,520.00</u>	<u>(\$1,191.13)</u>	<u>\$16,711.13</u>	<u>\$15,520.00</u>	<u>(\$1,191.13)</u>	<u>\$178,949.31</u>

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

	1/1/2025 - 1/31/2025			1/1/2025 - 1/31/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,856.85	\$1,916.67	\$59.82	\$1,856.85	\$1,916.67	\$59.82	\$23,000.00
7830 - Utilities - Phone Line	\$129.97	\$150.00	\$20.03	\$129.97	\$150.00	\$20.03	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$107.90	\$116.67	\$8.77	\$107.90	\$116.67	\$8.77	\$1,400.00
7850 - Utilities - Water / Sewer	\$96.83	\$104.17	\$7.34	\$96.83	\$104.17	\$7.34	\$1,250.00
<u>Total Utilities</u>	\$2,191.55	\$2,287.51	\$95.96	\$2,191.55	\$2,287.51	\$95.96	\$27,450.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$18,208.37	\$18,208.37	\$0.00	\$18,208.37	\$18,208.37	\$0.00	\$218,500.00
<u>Total Reserves</u>	\$18,208.37	\$18,208.37	\$0.00	\$18,208.37	\$18,208.37	\$0.00	\$218,500.00
<b>Total Expense</b>	<b>\$42,450.18</b>	<b>\$42,284.77</b>	<b>(\$165.41)</b>	<b>\$42,450.18</b>	<b>\$42,284.77</b>	<b>(\$165.41)</b>	<b>\$494,232.20</b>
Operating Net Income	\$987.20	(\$1,098.75)	\$2,085.95	\$987.20	(\$1,098.75)	\$2,085.95	\$0.00
Net Income	\$987.20	(\$1,098.75)	\$2,085.95	\$987.20	(\$1,098.75)	\$2,085.95	\$0.00