

# SUNSET LAKES HOME OWNERS ASSOCIATION, INC.

[HOME](#)   [NOTICES](#)   [MANAGEMENT & DUES](#)   [ARC & BASIC RULES](#)   [DOCUMENTS](#)   [BOARD AND COMMITTEES](#)   [EVENTS](#)   [FAQ](#)



**A PRIVATE, GATED COMMUNITY LOCATED ON NORTH MERRITT ISLAND**

<https://slhoa.com>

Board of Directors / Meeting Agenda / April 23, 2019 7:00 PM

**GoToMeeting Remote Links and Info:**

Join meeting from computer, tablet or  
smartphone:

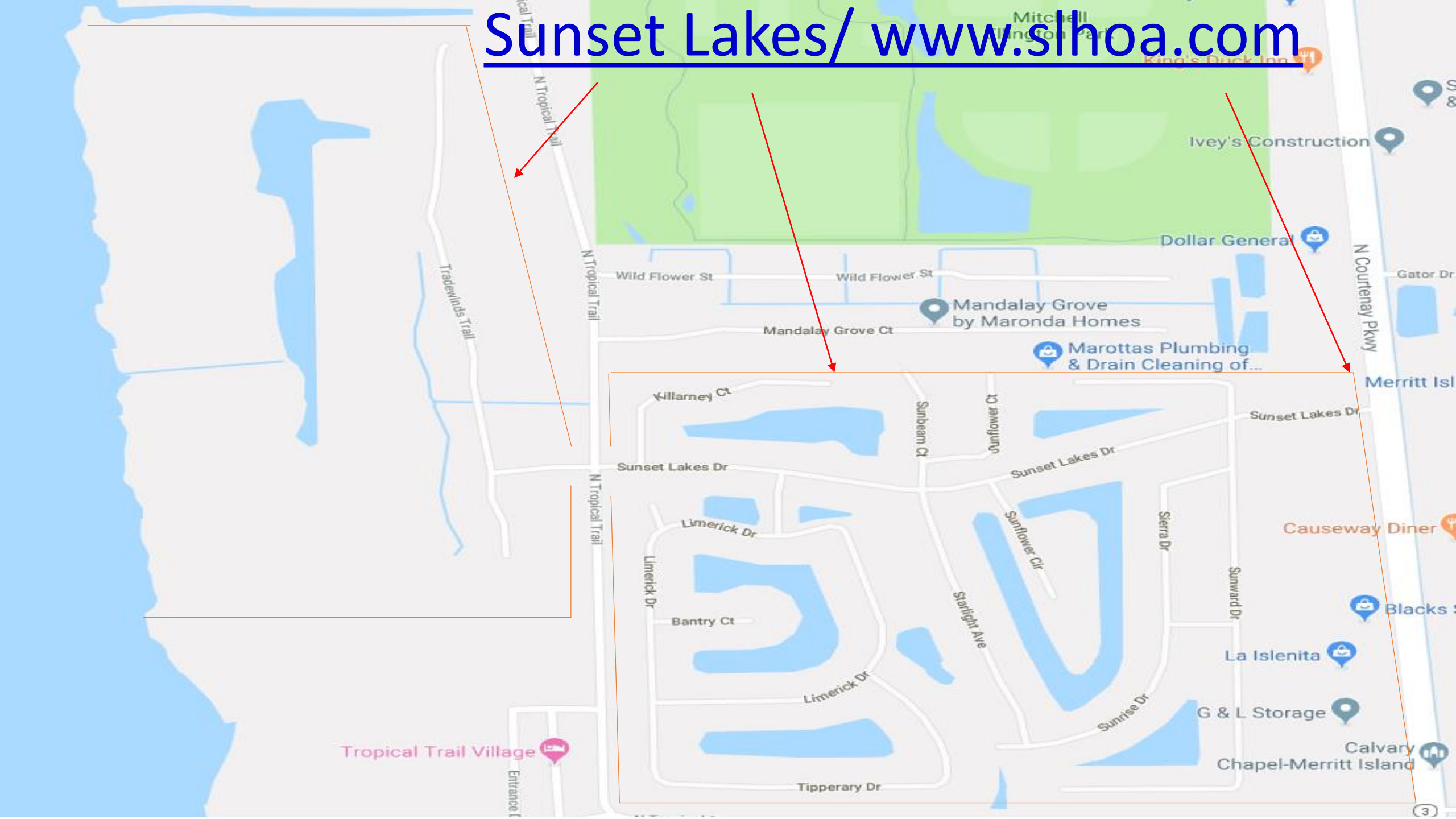
<https://global.gotomeeting.com/join/498477925>

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**FIRST TIME USERS** GoToMeeting Installer:

<https://global.gotomeeting.com/install/498477925>

# Sunset Lakes/ [www.slhoa.com](http://www.slhoa.com)



Board of Directors  
MEETING AGENDA  
April 23, 2019 7:00 PM Wicked - Paper  
3585 N. Courtenay Pkwy, Suite 1  
Merritt Island, FL 32953



- **I. Call to order/ Certify Quorum**
- 
- **II. Approval of prior Minutes**
- 
- **III. Old Business**
- **1. Formation of committees:**
- **A. Landscape**
- **B. Website**
- **C. Security**
- **D. ARC- procedures for submission**
- **E. Finance**
- **F. Traffic – Speed Limits**
  
- **VI. New Business**
- **1. Side Walk Repair – Iss's/Concern's**
- **2. Open discussion**
- 
- **V. Adjournment**

# Property Manger Report - Penny Holladay



- Maintenance Issues- Tony Spinella (Slide – 13)
- Tradewinds repair
- Fountain and Light operational at Island Estates entrance
- Upcoming culverts
- Approval of paving expense
- Gazebo repair estimate
- Gator management- ticket 454584
- Irrigation repair estimates



Sunset Lakes Homeowner Association, Inc.  
Board of Directors Meeting, Inc.  
Wicked - Paper 3585 N. Courtenay Pkwy, Suite 1 Merritt Island, FL 32953  
March 26, 2019 – APPROVED MINUTES



**Call to order/Certify Quorum**

Tim Bowlin, Paul Artrip, April Wagner, Jo Lea Hearn and Lee Tibbitts were in attendance, therefore a quorum of the board was established. Penny Holladay represented Sentry Management, Inc. The meeting was called to order at 7:01 PM.

**Approval of Prior Minutes, March 05, 2019**

Lee Tibbitts motioned and Jo Lea Hearn seconded that the minutes be approved. All were in favor.

**President's Report**

Tim Bowlin thanked the Tibbitts for use of their facility for the meeting. Tim also presented appreciation certificates to several members for their effort to reach the quorum needed for the annual meeting in February 28, 2019. A power point presentation was formulated for the agenda of this meeting and will be posted on the website after the meeting.

Tim Bowlin motioned that a finance committee for oversight be organized with Julie Song Chairperson, Frank Sanchez and Pat Kerr as members. Lee Tibbitts to be board liaison. Lee Tibbitts seconded. All were in favor. The association received a letter from the county outlining posted speed limit violation and method to correct. See attached. Penny Holladay to locate original survey. Cost for two new surveys, location of removed signs, and cost of labor for signs to be replaced needs to be determined. Tim Bowlin motioned and April Wagner seconded that a traffic committee be formed for the task.

Tim Bowlin also stated that he is preparing a newsletter that will be circulated monthly or quarterly. The newsletter will be posted on the SLHOA website, emailed to those on record and mailed to those without email addresses.

**Management Report**

Penny Holladay reported the Island Estates culvert and storm water drain pipe repair was completed. A diver will need to plug the stormwater drain on Killarney to de-water the pipe and make repairs. Paul Artrip noted there is a second location that needs repair on Killarney. The board will ratify the contract of repair at next board meeting. Irrigation estimates were discussed and Paul Artrip will assist Penny Holladay in scope of work and recruitment of irrigation companies for bid. Vendor to be in place 130 days or less.

Penny Holladay presented a cashier's check provided by Mary Hillberg for a board held operating account closed for \$931.06. The board agreed to obtain a home depot credit card for maintenance use and a visa credit card for board of directors' use.

Penny Holladay commented that the gates must be opened first Saturday of each month and an impending estate sale will be scheduled. Tim Bowlin assigned Saturdays to the board members for opening and closing. The gates are open for school buses during pick up and drop off times.

The board and Penny Holladay discussed tasks and duties of maintenance and Penny Holladay suggested that work orders come through her to prioritize his tasks.

**Vice President Paul Artrip Report**

Paul Artrip recommended that a helping hands committee be formed to assist the residents in time of need and family tragedy and support each other in the community. This could be accomplished through the chatroom of next door or a suggestion was made by an owner that a blog be utilized on the SLHOA website.

Page 2, continued March 26, 2019 Sunset Lakes Board of Directors meeting

Paul Artrip also recommended that a preventive maintenance schedule be set up for routine year by year rotation of storm water clean out. Paul Artrip commented that the water quality is in very good condition and quality level should allow fish to be safe to eat from these ponds. Penny Holladay to follow up on reports from Aquatic regarding noting all conditions present at time of service. Paul Artrip stated review of the costs associated with the paving project should be reviewed. Tim Bowlin will share email with competitive bids for paving with board.

**Secretary April Wagner Report**

April Wagner reported that the website has been organized and now has a tab for architectural review. Relay email will be set up to notify the ARC, Board and Management from the members with secure log in utilizing office 365. One gig of storage was eliminated to reduce costs that was not being used for a savings of \$63 per year. Website will be moved from Go Central Business to WordPress.

**Treasurer Lee Tibbitts Report**

Lee Tibbitts covered the financial summary attached. Penny Holladay answered questions regarding the financial and will verify 2018 year-end report will be completed with proper notice sent to the membership within Fl Statutes. Penny Holladay commented on collections and several owners are to be verified they are receiving association coupons and mail.

**Director at Large Jo Lea Hearn Report**

Jo Lea Hearn will chair the welcoming committee and will also chair the Easter Egg Hunt set for April 20 from 10-12. The association will also coordinate a 4<sup>th</sup> of July parade or party and an Oktoberfest celebration in the fall.

**ARC- George Kraft**

Management asked that the ARC provide approved ARC applications monthly for record maintenance and so that formal copy can be mailed to the homeowner. The board asked that four more color pallets be created so that all committee members may have a set for faster approvals.

**Security- Jim Wagner**

Jim Wagner proposed to the board that \$500 be invested to restart NVR, improve cameras and improve lighting for better recording. Jo Lea Hearn motioned and Lee Tibbitts seconded that the budget be approved for repairs and upgrade to security cameras. All were in favor.

**Open Discussion/Homeowner Comment**

An owner recognized that the St Johns Permit noted in the governing documents do not match Sunset Lakes property. Penny Holladay to follow up with attorney. Open discussion involved topics of expanding housing market on North Merritt Island, commercial parking lot development, environmental runoff impact, muck treading, and space industry expansion in the local area. The water feature at Island Estates entrance was reported not working and maintenance will be enlisted to repair.

Next Board of Directors meeting set for April 23, 2019 7:00 Office of Wicked Papers 3585 Courtney Parkway, Merritt Island, FL 32953.

**Adjournment-**

Meeting adjourned at 9:30 PM.

# President Reports – Tim Bowlin



## Agenda.

**UPDATES/** New committees.( Identify the current committees and the people that are still volunteering for them).

Committee list new and old that is posted on: <https://slhoa.com/>

- Landscape: Chair - Paul Artrip/ Members: Tim Bowlin
- Storm Water: Chair – Paul Artrip/ Members:
- Hurricane Preparedness: Chair - Dave Cheney/ Members:
- Security: Chair - Jim Wagner/ Members:
- Website: Chair - April Wagner/ Members: volunteers to help with a plan for updating
- Welcoming: Chair - Jo Lea Hearn/ Members:
- Social/Holiday: Chair – Jo Lea Hearn/ Members:
- Financial: Chair – Lee Tibbitts/ Members: Julie Song, Frank Sanchez, Pat Kerr.
- Traffic: Chair – Tim Bowlin/ Members: Pat Kerr, Paul Artrip .

**•UPDATES/ Traffic Survey Contact County/ POC: Current Traffic Survey Report/ New Traffic Survey - Requirements.**

1. [County Report end of Week/Next Week – Road Signs \(Speed – Limits\).](#)
2. Recertified – Status immediately so we can have the sheriff’s dept enforce our traffic in the community.
3. Move that the cost to change the signs and purchase new signs should be from **Sentry Management.**

• **New Letter – POSTED TO WEBSITE:** <https://slhoa.com/>



# President Reports – Tim Bowlin



## SunSet Lakes World-Herald

NEWSLETTER FOR THE ISLAND LIFE COMMUNITY \* MERRITT ISLAND, FLORIDA

### Sunset Lakes Board of Directors:

- President – Tim Bowlin
- Vice President – Paul Artrip
- Secretary – April Wagner
- Treasure – Lee Tibbitts
- Director at Large – Jo Lea Hearn

### Volunteer Committees

- Hurricane Preparedness
- Finance
- Landscape
- Social/ Holiday
- Security
- Website
- Welcoming
- Helping Hands

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### EVENT'S



Sunset Lakes Home Owners Association, Inc. / Community Association Manager: Penny Holladay  
 Sentry Management, Inc., 597 Haverty Court, Suite 110, Rockledge, Florida 32955 / Email: [pholladay@sentrymgt.com](mailto:pholladay@sentrymgt.com)  
 321-638-8880 ext. 56006



## SunSet Lakes World-Herald

NEWSLETTER FOR THE ISLAND LIFE COMMUNITY \* MERRITT ISLAND, FLORIDA

Page 2, continued March 26, 2019 Sunset Lakes Board of Directors meeting

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#### Adjournment-

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#### SLHOA Please to Welcome

New Resident's  
 Mr. Paul Alex  
 NEW – TBD

Sunset Lakes Home Owners Association, Inc. / Community Association Manager: Penny Holladay  
 Sentry Management, Inc., 597 Haverty Court, Suite 110, Rockledge, Florida 32955 / Email: [pholladay@sentrymgt.com](mailto:pholladay@sentrymgt.com)  
 321-638-8880 ext. 56006

# Vice President – Report: Paul Artrip

- Irrigation
- All lawn spray companies & Roundup
- Fishing
- Violations committee
- Street parking
- Online voting
- Sidewalks & driveways – 551 Sunset Lakes, 465 Limerick
- Storm Water: Schedule Repair's Killarney, Starlight – 3605 (storm drain plug).
  - American In-Line Inspection Service, Inc/ Darcy McIlravy





# Secretary Report – April Wagner



- Website – Updates:
  - Started receiving homeowner email addresses to use for securing some of the website tabs
    - We need to include this request for homeowner emails the next time we send out emails to all owners
    - After we have sent that notification, we can set a date for me to convert some of the website tabs to owner login
    - If an owner wants access to the secure website tabs, they will either need to provide an email address or submit a request for copies of official documents
  - Talking to Go Daddy to see what the options are to increase email capability; currently only 50 emails included in the account and need to increase that number to use for the newsletter
  - The Helping Hands Volunteer group has been added to the website

# Treasurer Report – Lee Tibbitts



## Financial Summary

### SUNSET LAKES HOMEOWNERS ASSOCIATION, INC.

March 2019

ASSETS		LIABILITIES		
Union Bank - Checking	209,717.54	AP		1,535.96
		Accrued estimated Expenses		127.60
Union Bank -MM- Reserve	196,973.71	Deferred Semi-annual assess		77,385.00
		Prepaid assessments		5,601.82
		Prior Owner credits		1,327.40
FCB-CD-2/7/20	112,671.83	AP Reserves		10,100.00
FCB-CD-10/26/19	106,395.23	Reserves		405,940.77
Accounts Receivables	5,247.05	Operating Equity		133,496.54
PrePaid Assets	4,509.73			
<b>TOTAL ASSETS</b>	<b>635,515.09</b>	<b>TOTAL LIABILITY &amp; EQUITY</b>		<b>635,515.09</b>
	<b>Current Period Actual</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>VARIANCE Over/(Under)</b>
<b>TOTAL INCOME</b>	<b>23,703.04</b>	<b>76,528.68</b>	<b>72,385.03</b>	<b>4,143.65</b>
<b>EXPENSES:</b>				
Building Maintenance				0.00
Grounds	9,230.04	39,933.67	37,998.90	1,934.77
Gate Maintenance	5,735.80	7,078.35	1,350.00	5,728.35
Utilities	1,935.50	5,754.46	5,394.94	359.52
Administration/Management	6,129.86	18,293.31	15,124.78	3,168.53
Reserves	4,172.16	12,516.23	12,516.23	0.00
<b>TOTAL EXPENSES</b>	<b>27,203.36</b>	<b>83,576.02</b>	<b>72,384.85</b>	<b>11,191.17</b>
<b>SURPLUS/ (DEFICIT)</b>	<b>(3,500.32)</b>	<b>(7,047.34)</b>	<b>0.18</b>	<b>(7,047.52)</b>

# Director at Large Report – Jo Lea Hearn



- Welcome – New Residents
- Events:
  - Easter Egg Hunt/ Completed Excellent JOB!
    - Date: April 20, 2019
    - Time: 10am – 12pm
  - 4<sup>th</sup> of July Parade
    - Date: Saturday, June 29 or July 6, 2019
    - Time: **TBD**
  - Octoberfest 2019
    - Date: Oct/ **TBD (Saturday 5, 12, 19)**
    - Time: **TBD/ (4pm-6pm or 7pm – 9pm)**
  - Community Events (Local)





# Director at Large Report – Jo Lea Hearn (2)



## Welcome to Sunset Lakes!

On behalf of the Sunset Lakes Homeowners Association, we would like to welcome you to your new home. We have included some information to help you get familiar with our neighborhood!

We have discovered that involved neighbors make great neighbors, so we are hoping you will get involved with some of the activities and programs that are available. If you are interested in becoming involved with our Homeowners Association, please feel free to contact your Board of Directors by email at: [board@slhoa.info](mailto:board@slhoa.info).

And be sure to visit the Sunset Lake Homeowners Association community website at: <https://slhoa.com> for community information, events, FAQ's and so much more.

We invite you to attend the SLHOA Board meetings which are generally held on a monthly basis. We encourage all homeowners to attend the meetings either in person or via internet as we value your input and participation. You can visit the SLHOA website referenced above for more information on the location, dates and times.

Welcome to the neighborhood!

Tim Bowlin, President

Paul Artrip, Vice President

April Wagner, Secretary

Lee Tibbetts, Treasurer

Jo Lea Hearn, Member at Large

Sunset Lakes Homeowners Association Website

Visit us at: <https://slhoa.com/>

What you will find on our website:

- Main Page – please send your email address, homeowner names and home address; for secure login
- HOA Documents
- Notices – Board Meetings, Neighborhood News
- Board Minutes
- Community Events
- Management & Dues Information
- ARC & Basic Rules
- and more

Under the More tab, you will find information on "Managing Garbage and Yard Waste Collection". Here is a link to recycling information: <http://www.wm.com/thinkgreen/what-can-i-recycle.jsp>.

Waste Management Company, (866)724-2989

Customer Support Link: <https://www.wm.com/us/customer-support>

### PROPERTY MANAGEMENT

Sentry Management currently handles the property management for Sunset Lakes. If you have a question regarding your bill, notices, etc. you can contact:

Penny Holladay

Sentry Management

[pholladay@sentrymgt.com](mailto:pholladay@sentrymgt.com)

(321)638-8880 ext. 56006

### HELPFUL PHONE NUMBERS IN CASE OF EMERGENCY DIAL 9-1-1

NON-EMERGENCY CONTACT NUMBERS	
Brevard County Sheriff, Non-Emergency	(321)633-7162
Animal Control	(321)633-2105
Poison Control Center, <a href="http://aapcc.org">aapcc.org</a>	(800)222-1222
Cape Canaveral Hospital, 701 W Cocoa Beach <a href="http://www.cch.com">Cswy</a> , Cocoa Beach	(321)799-7111
Wuesthoff Medical Center, 110 Longwood Ave, Rockledge, FL	(321)637-2603

Brevard County Area Libraries	
Merritt Island, 1195 North Courtenay Parkway, Merritt Island	(321)455-1369
Catherine Schweinsberg Rood Central Library, 308 Forrest Ave., Cocoa	(321)633-1792
Cocoa Beach, 550 North Brevard Avenue, Cocoa Beach	(321)868-1104

If you'd like to get involved in our community, we have many committees that can use your help. For more information, please write the HOA at [board@slhoa.info](mailto:board@slhoa.info).

# Architectural Review Committee Report



The Architectural Review Committee (ARC) is an important part of Sunset Lakes HOA. They are elected by home owners and tasked with reviewing, evaluating and either approving or disapproving requests for construction, including exterior additions to homes, roofing, fencing, shutters, decks, driveways and paint. The ARC follows the Declarations regarding allowed construction and encourages harmonious continuity in Sunset Lakes, adding guidelines from time to time to assist Owners in this effort. They require a completed ARC form and may require other items such as surveys, depending upon the request. The ARC form below, should be completed and sent to ARC at [arc@slhoa.info](mailto:arc@slhoa.info).

## Current ARC Committee Members:

- Bill Probst
- George Kraft
- David Lerret
- Diane Gray
- Jeff Lamke

# Handyman Report – Tony Spinella



- Visit Property Weekly
  - Guard House Roof Clean - Off
  - Empty All Trash Cans (04)
  - Work – Orders: ????
  - Gates – Front / Back PM
  - Irrigation System
  - Park Area's Clean – Up/ Pick up Debris Tree Branches
  - Recommendation – By H/M Items



# Home Owner Comments - Requests



- Limerick Dr.

- 805 Slide Broken in Small Park Area
- 566 Small Gator in Lake Area – **ALL BE AWARE/ NEED TO ADD SIGN's ALL PONDS**  
**Reported FWC Nuisance Alligator Hotline at 866-FWC-GATOR**  
**(866-392-4286)**.
- 710/ 720 Sunset Dr. Yard Debris/ Clean – up Landscape Iss's



## Welcome New Owner's

- No Updates

# Meeting Adjourned - ????? PM



- Next SLHOA – BOD meeting
  - Date: May 21, 2019
  - Time: 7 pm
  - Location: Wicked Papers  
3585 N Courtenay Pkwy, Suite 1
    - This side of the barge canal just south of Sunset Lakes entrance, between Black's and G&L Storage

**Subject: GoToMeeting Invitation - Sunset Lakes April Meeting**

Sunset Lakes April Meeting  
Tue, Apr 23, 2019 7:00 PM - 9:00 PM EDT

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/885166237>

You can also dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (408) 650-3123  
- One-touch: <tel:+14086503123,,885166237#>

Access Code: 885-166-237

Joining from a video-conferencing room or system?  
Dial: 67.217.95.2##885166237  
Cisco devices: [885166237@67.217.95.2](tel:885166237@67.217.95.2)

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/885166237>