

Sunset Lakes Homeowner Association, Inc.

MINUTES

Board of Directors Meeting

Via Zoom.com

August 16, 2022

A. Call to Order: 6:30 pm

B. Certification of quorum for board meeting

Present		
X	President	Ron Davis
X	Vice President	David Diamond
X	Secretary	Matt Drabek
X	Treasurer	Julie Song
X	Director at Large	Tim Bowlin

C. Notice of Meeting

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

D. Prior Meeting Minutes Disposition

1. Ron moved to approve the minutes of the BOD Meeting held on July 18, 2022. David seconded. All in favor, motion adopted.
2. Ron moved to approve the minutes of the BOD Organizational Meeting held on July 18, 2022. Julie seconded. All in favor, motion adopted.

E. Reports from Officers

President

1. The HA5 crew will return in the next two weeks to pressure wash HA5 runoff in the gutters on North Tradewinds Tr and South Sunward.
2. Reserve Advisors should provide the updated Reserve Study in the next week or so. The updated study will reflect HA5 application, repairs made to the bridges and gazebo by Limerick/Galway, and renovating the Tennis Courts.

Vice President

Secretary

Treasurer

1. Postage – concerned we will have a funding shortfall by the end of the year and will have to make adjustments if possible to stay within overall budget in Operations.
2. Reserve budget balance as of July 31, 2022 is \$288,931.89. This balance includes HA5 and Tradewinds Trail cul-de-sac replacements.

Director at Large

1. Recommend considering installing solar street lights for Sunset Lakes front entrance. Ron's concern was the solar panel getting enough sun to operate through the night.
2. Recommend considering installing concrete sidewalk connection between sidewalk and street at the Starlight and Sierra intersection.
3. Reminder to check the generator and pump for operation.

F. Unfinished Business

G. New Business

1. Tennis Court Replacement

We received notice last week of the increased cost of \$7,000 for asphalt. This brings the total cost to \$59,225. Advantage Courts will also remove the entire fence, not just a section, to allow the asphalt crew better access which will also result in asphalt being laid down around the poles vice 6 inches from them. I asked the cost to replace with a new fence - \$8,241. Some of the fence is in decent shape and some is not. Now would be the time to replace it since removal and installation is already in the base contract. Total cost with new fence is \$67,465. Ron will reconcile the two different quotes on the fence replacement.

2. Berm Cleanup

Frank and a homeowner and his daughter spent eight hours last week cleaning some of the berm. The job to clean the entire ½ mile of berm is substantial. We need to perform this work annually and include budget beginning in 2023.

3. Discuss how to handle increased vehicle traffic on Halloween

Ron discussed his concern with the yearly increase in vehicular traffic during Halloween. Last year we had non-community people parking on the common area from the front gate to the stop sign on Sunward and of course on all of our streets. This significantly increases the risk of injury with all the people walking across the roads, especially when it gets dark and with little light. The Board is looking for ways to control the number of non-resident vehicles that enter the neighborhood. Ron will also submit a request to have two off-duty BCSO deputies patrol Sunset Lakes for Halloween.

4. 2015 Board Resolution on overnight street parking

Ron was unable to find a signed copy of this resolution prior to the meeting. If one is found, we need to consider whether to enforce it or to vacate it if we are not going to enforce it.

5. Replacement of Gate Entry/camera system

Ron mentioned we have an estimate to replace the gate operators and access/keypad/reader systems (Estimated cost with sales tax is \$39,204) that does not include purchasing remotes/headlight tags. More discussion is needed before deciding on replacement.

6. Appointment to Compliance Committee

Ron moved to appoint Lee Tibbitts to the Compliance Committee. Julie seconded. All in favor, motion adopted. Ron reminded the Board to keep recruiting for someone to take Lee's place on the committee.

H. Next meeting: September 19, 2022, 6:30 pm via Zoom

I. Meeting adjourned: 8:04 pm

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
7/31/2022

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$180,397.71
1070 - Operating ICS - Alliance	\$150,140.33

<u>Cash - Operating Total</u>	\$330,538.04
-------------------------------	--------------

Cash - Reserves

1100 - Reserve Money Market - Alliance	\$38,421.35
1170 - Reserves ICS - Alliance	\$250,510.54

<u>Cash - Reserves Total</u>	\$288,931.89
------------------------------	--------------

Current Assets - Accts Receivable

1210 - Assessment Receivable	\$33,447.69
1220 - Allowance for Bad Debt	(\$18,900.43)
1250 - Violation / Fines Receivable	\$9,320.00

<u>Current Assets - Accts Receivable Total</u>	\$23,867.26
--	-------------

Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/22	\$2,495.29
--	------------

<u>Current Assets - Other Total</u>	\$2,495.29
-------------------------------------	------------

<i>Assets Total</i>		\$645,832.48
---------------------	--	--------------

Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$15,623.54
2020 - Prepaid Assessments	\$9,866.12
2060 - Deferred Assessments	\$154,770.00

<u>Liabilities Total</u>	\$180,259.66
--------------------------	--------------

Reserves

3005 - Reserves - Pooled	\$74,608.31
3006 - Spent From Reserves Pooled	(\$41,650.00)
3010 - Reserves - Deferred Maintenance	\$58,914.24
3011 - Spent From Reserves Deferred Maintenance	(\$2,820.46)
3020 - Reserves - Roads	\$274,889.64
3021 - Spent From Reserves Roads	(\$251,692.26)
3030 - Reserves - Playground Equipment	\$14,036.94
3040 - Reserves - Tennis / Basketball Court	\$13,650.82
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$60,584.79
3051 - Spent From Reserves Gazebos / Docks / Piers / Bridges	(\$2,926.11)
3060 - Reserves - Gates	\$35,937.66
3061 - Spent From Reserves Gates	(\$2,087.00)
3070 - Reserves - Capital Assets	\$44,783.92
3071 - Spent From Capital Assets	(\$6,250.00)
3080 - Reserves - Entrance Sign	\$18,364.70
3399 - Interest on Reserve Acct	\$586.70

<u>Reserves Total</u>	\$288,931.89
-----------------------	--------------

<u>Retained Earnings</u>	\$193,184.70
--------------------------	--------------

Sunset Lakes Homeowners Association, Inc.

Balance Sheet

7/31/2022

Net Income

(\$16,543.77)

Liabilities & Equity Total

\$645,832.48

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
7/1/2022 - 7/31/2022

	7/1/2022 - 7/31/2022			1/1/2022 - 7/31/2022			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Income</u>							
4010 - Assessment Income	\$30,954.00	\$30,954.00	\$0.00	\$216,678.00	\$216,678.00	\$0.00	\$371,448.00
4025 - Prior Year Surplus	\$0.00	\$4,636.98	(\$4,636.98)	\$0.00	\$32,458.86	(\$32,458.86)	\$55,643.80
4050 - Violation / Fine Income	\$7,320.00	\$0.00	\$7,320.00	\$5,195.00	\$0.00	\$5,195.00	\$0.00
4060 - Late Fee Income	\$1,225.00	\$0.00	\$1,225.00	\$2,650.00	\$0.00	\$2,650.00	\$0.00
4070 - Interest on Delinquent Balance	\$361.15	\$0.00	\$361.15	\$2,264.24	\$0.00	\$2,264.24	\$0.00
4180 - Interest on Operating Acct	\$29.37	\$0.00	\$29.37	\$160.01	\$0.00	\$160.01	\$0.00
4190 - Interest on Reserve Acct	\$65.17	\$0.00	\$65.17	\$586.70	\$0.00	\$586.70	\$0.00
4200 - Allocate Reserve Interest	(\$65.17)	\$0.00	(\$65.17)	(\$586.70)	\$0.00	(\$586.70)	\$0.00
4380 - Gate Remote Income	\$80.00	\$0.00	\$80.00	\$780.00	\$0.00	\$780.00	\$0.00
<u>Total Income</u>	\$39,969.52	\$35,590.98	\$4,378.54	\$227,727.25	\$249,136.86	(\$21,409.61)	\$427,091.80
Total Income	\$39,969.52	\$35,590.98	\$4,378.54	\$227,727.25	\$249,136.86	(\$21,409.61)	\$427,091.80
Expense							
<u>General & Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$5,850.00	\$5,850.00	\$0.00	\$5,850.00
6040 - Legal Fees	(\$253.59)	\$1,666.67	\$1,920.26	\$6,788.36	\$11,666.69	\$4,878.33	\$20,000.00
6050 - Other Professional Services	\$0.00	\$416.67	\$416.67	\$0.00	\$2,916.69	\$2,916.69	\$5,000.00
6080 - Bank Fees / Coupon Books	\$0.00	\$938.00	\$938.00	\$1,876.00	\$1,876.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$160.29	\$833.33	\$673.04	\$7,106.84	\$5,833.31	(\$1,273.53)	\$10,000.00
6110 - Insurance	\$831.74	\$666.75	(\$164.99)	\$5,822.18	\$4,667.25	(\$1,154.93)	\$8,001.00
6160 - Management Fees	\$1,876.00	\$1,927.50	\$51.50	\$13,132.00	\$13,492.50	\$360.50	\$23,130.00
6170 - Website	\$149.90	\$108.33	(\$41.57)	\$783.79	\$758.31	(\$25.48)	\$1,300.00
6180 - Meeting Room Rental	\$0.00	\$33.33	\$33.33	\$0.00	\$233.31	\$233.31	\$400.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$61.25	\$61.25	\$0.00	\$61.25
6230 - Social Events	\$0.00	\$25.00	\$25.00	\$0.00	\$175.00	\$175.00	\$300.00
6240 - Bad Debt	\$200.00	\$200.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00	\$2,400.00
6250 - HOA Supplies	\$69.66	\$50.00	(\$19.66)	\$69.66	\$350.00	\$280.34	\$600.00
6310 - Federal Income Tax	\$0.00	\$41.67	\$41.67	\$0.00	\$291.69	\$291.69	\$500.00
6320 - Property Tax	\$0.00	\$100.00	\$100.00	\$0.00	\$700.00	\$700.00	\$1,200.00
<u>Total General & Administrative</u>	\$3,034.00	\$7,007.25	\$3,973.25	\$42,890.08	\$50,272.00	\$7,381.92	\$80,618.25
<u>Grounds</u>							
6510 - Grounds Maintenance	\$6,300.00	\$6,300.00	\$0.00	\$43,500.00	\$44,100.00	\$600.00	\$75,600.00
6530 - Mulch / Sod	\$0.00	\$1,333.33	\$1,333.33	\$5,792.87	\$9,333.31	\$3,540.44	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$150.00	\$2,025.00	\$1,875.00	\$14,536.00	\$14,175.00	(\$361.00)	\$24,300.00
6560 - Landscaping Replacement / Enhancement	\$112.35	\$166.67	\$54.32	\$670.36	\$1,166.69	\$496.33	\$2,000.00
6570 - Fertilization and Chemicals	\$1,386.00	\$817.50	(\$568.50)	\$6,287.00	\$5,722.50	(\$564.50)	\$9,810.00
6610 - Irrigation - Repairs / Maintenance	\$1,354.44	\$250.00	(\$1,104.44)	\$2,609.44	\$1,750.00	(\$859.44)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,602.19	\$1,187.80	(\$414.39)	\$8,860.98	\$8,314.60	(\$546.38)	\$14,253.55
6720 - Stormwater Repairs	\$0.00	\$208.33	\$208.33	\$17.59	\$1,458.31	\$1,440.72	\$2,500.00
6730 - On Site Maintenance	\$0.00	\$2,166.67	\$2,166.67	\$14,297.66	\$15,166.69	\$869.03	\$26,000.00
6750 - Locks / Keys / Signs	\$0.00	\$225.00	\$225.00	\$2,678.61	\$1,575.00	(\$1,103.61)	\$2,700.00
6770 - Doggie Station Services	\$308.00	\$238.33	(\$69.67)	\$2,310.00	\$1,668.31	(\$641.69)	\$2,860.00
6790 - General Repairs / Maintenance	\$83.52	\$791.67	\$708.15	\$7,282.18	\$5,541.69	(\$1,740.49)	\$9,500.00
6910 - Entrance / Gates	\$1,203.55	\$625.00	(\$578.55)	\$3,809.05	\$4,375.00	\$565.95	\$7,500.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
7/1/2022 - 7/31/2022

	7/1/2022 - 7/31/2022			1/1/2022 - 7/31/2022			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6920 - Gate / Transmitter	\$0.00	\$16.67	\$16.67	\$769.23	\$116.69	(\$652.54)	\$200.00
6930 - Sidewalk Repairs / Maintenance	\$101.62	\$0.00	(\$101.62)	\$101.62	\$0.00	(\$101.62)	\$0.00
<u>Total Grounds</u>	\$12,601.67	\$16,351.97	\$3,750.30	\$113,522.59	\$114,463.79	\$941.20	\$196,223.55
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,426.53	\$1,470.83	\$44.30	\$10,537.88	\$10,295.81	(\$242.07)	\$17,650.00
7830 - Utilities - Spectrum	\$307.93	\$308.33	\$0.40	\$2,135.51	\$2,158.31	\$22.80	\$3,700.00
7850 - Utilities - Water / Sewer	\$83.49	\$83.33	(\$0.16)	\$576.65	\$583.31	\$6.66	\$1,000.00
<u>Total Utilities</u>	\$1,817.95	\$1,862.49	\$44.54	\$13,250.04	\$13,037.43	(\$212.61)	\$22,350.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$10,658.33	\$10,658.33	\$0.00	\$74,608.31	\$74,608.31	\$0.00	\$127,900.00
<u>Total Reserves</u>	\$10,658.33	\$10,658.33	\$0.00	\$74,608.31	\$74,608.31	\$0.00	\$127,900.00
Total Expense	\$28,111.95	\$35,880.04	\$7,768.09	\$244,271.02	\$252,381.53	\$8,110.51	\$427,091.80
Operating Net Income	\$11,857.57	(\$289.06)	\$12,146.63	(\$16,543.77)	(\$3,244.67)	(\$13,299.10)	\$0.00
Net Income	\$11,857.57	(\$289.06)	\$12,146.63	(\$16,543.77)	(\$3,244.67)	(\$13,299.10)	\$0.00