

**Sunset Lakes Homeowner Association, Inc.**  
**MINUTES**  
**Board of Directors Meeting**  
**Via Zoom.com**  
**Monday, August 21, 2023 @ 7:00pm**

A. Meeting Call to order: The meeting was called to order by Julie Song at **7:00pm**

B. Certification of Quorum for Board Meeting

**Present:**

X	<b>President</b>	<b>Julie Song</b>
	<b>Vice President</b>	<b>James Istvan</b>
X	<b>Secretary</b>	<b>Tim Bowlin</b>
X	<b>Treasurer</b>	<b>Matt Drabek</b>
X	<b>Director at Large</b>	<b>David Diamond</b>

**Additional Attendee:**

X	Leland	<b>Brittany Robberecht</b>

**Notice of Meeting**

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

**Prior Meeting Minutes Disposition**

- Julie made a motion to adopt the minutes from the July 18, 2023, meeting. David seconded motion passed unanimously
- Matt made a motion to adopt the financial report as submitted by Leland for July, Julie seconded motion passed unanimously

**Reports from Officers:**

President – Will fill in with Property Manager’s report  
Vice President – Absent  
Secretary – Nothing to report  
Treasurer – Nothing to report  
Director at Large – Nothing to report

**Unfinished Business**

Berm – Julie made a motion to pay Sea of Green \$11,145 for the work they did perform (did not finish) David seconded motion passed unanimously

Berm completion – Julie made a motion to pay Blue Bell \$14,000 to clean the berm correctly and haul all the debris they cut down as well as what was left by SOG, David seconded motion passed unanimously

Palm Trimming – Blue Bell hasn't picked up two piles of palm clippings, one on east Limerick and larger pile at the entrance of Island Estates, Julie requested Brittany get with Frank/Peter (BB) to get these piles picked up before end of the week. Ask for status on getting the higher palms trimmed with the bucket truck.

Storm Water Drain Repair – Julie made a motion to pay Cloud9 \$63,128.21 of the \$72,919.91 invoices, David seconded holding onto Sunflower invoices to discuss with owner since the drain has failed, motion passed unanimously

Wier of Killarney – Frank will remove bricks and bolt the grate back on

Gate callbox – Julie made a motion to accept the bid from Automated Access in the amount of \$2,895 to fix the callbox and shut the old system down for 30 days to run only on new system, David seconded the motion passed unanimously.

Brittany to make sure surge protector is on Island Estates and Sunset Lakes and get prices.

### **New Business**

Compliance – Julie made motion to send three addresses to Compliance Committee for fining 706 Limerick, 783 Bantry – 3751 Sunward

Fence on Tropical Trail Retention Pond – Julie made a motion to accept the bid of \$1650 to repair and add gate to the retention pond on Tropical Trail, David seconded motion passed unanimously.

Board Ratified vote for Deltron Electronics in the amount of \$1,463.09 to repair the conduit, run new wire, fix loop detector at the front entrance of Sunset Lakes, David seconded motion passed unanimously. NOTE: the front entrance will be shut down for 2-3 days while this work is done.

Waiver of Compliance fee account 1687031501 – Julie made a motion to not waive the violation fine for account, David seconded motion passed unanimously.

Sunflower and Sunset Lakes Drive – damaged storm drains, road repair. Brittany getting bids, first one received for \$81,000 waiting on two other bids.

Cleaning of Storm drains – the storm drain system has not been dewatered, scoped, cleaned since 2007 (16 years) Brittany, Julie and Frank met with All South Underground on 8/17. Waiting on bid to dewater, scope and clean all drains as well as a maintenance program to put in place. Hope to have something back from ASU end of September. Discussed we will need to look at a special assessment for these.

Board Ratified the expenditure of \$900 to remove dead palms (4) – motion passed unanimously

Julie has looked into face-to-face meetings at St. Luke's Church on Tropical Trail. Due to board members traveling, the board will meet at St. Luke's in October so board members can be present to ensure a quorum.

Tim brought up contacting Sheriff department to have deputies on hand for Halloween again this year, Julie will get with the contact to fill out the request

A concerned homeowner informed the board that on Next-door another homeowner provided the code to immediate access into Sunset Lakes. The board will write a letter to the homeowner and will address in the next board update letter.

### **New Laws**

Beginning October 1, 2023, the following laws will affect Sunset Lakes HOA

- Board meeting notices must identify all agenda items, except for emergencies.

### **Official Records**

- An association is now required to maintain the designated mailing addresses of the members, which is the property address, unless written notice to the association requesting a different mailing address be used for all required notices.
- The association must also maintain e-mail addresses and facsimile numbers designated for receiving notice.

### **Fines**

- The 14-day fine hearing notice to the owner must be sent to the member's designated mailing or e-mail address.
- The notice must include a description of the violation, the action required to cure the violation, and the date and location of the hearing.
- An owner has the right to attend the hearing by telephone or other electronic means.
- The committee must provide written notice of the committee's findings, any fines or suspensions approved or rejected, and how the owner may cure the violation.
- The committee's actions must be approved by majority vote of its members.

*(Effective on July 1, 2023)*

### **Installation, Display, and Storage of Items**

- An association may not restrict the installation, displaying, or storing any items on a parcel which are not visible from the parcel's frontage or an adjacent parcel, including, but not limited to, artificial turf, boats, flags, and recreational vehicles.

- The above prohibition applies regardless of any covenants, restrictions, bylaws, rules, or requirements of an association, and unless prohibited by general law or local ordinance.

### Display of Flags

- A homeowner may display *up to two (2)* of the following flags, in a respectful manner:
  1. The United States flag.
  2. The official flag of the State of Florida.
  3. A flag that represents the U.S. Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard.
  4. A POW-MIA flag.
  5. A first responder flag.
- A homeowner may fly one United States flag and one flag from the list above from a freestanding flagpole.
- September 11<sup>th</sup>, Patriot Day, is added to the list of days a condominium unit owner may display armed forces flags.

**Meeting Adjourned: @ 8:20 pm**

**Sunset Lakes Homeowners Association, Inc.**

**Balance Sheet**

**8/31/2023**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$204,196.90
1070 - Operating ICS - Alliance	\$150,671.76

<u>Cash - Operating Total</u>	\$354,868.66
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$45,408.73
1170 - Reserves ICS - Alliance	\$161,363.01

<u>Cash - Reserves Total</u>	\$206,771.74
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$13,626.99
1220 - Allowance for Bad Debt	(\$8,682.54)
1250 - Violation / Fines Receivable	\$9,320.00

<u>Current Assets - Accts Receivable Total</u>	\$14,264.45
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/23	\$2,658.66
1510 - Prepaid Expenses	\$149.97

<u>Current Assets - Other Total</u>	\$2,808.63
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*Assets Total*

\$578,713.48

**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$9,082.44
2020 - Prepaid Assessments	\$15,898.62
2060 - Deferred Assessments	\$136,166.32

<u>Liabilities Total</u>	\$161,147.38
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Reserves

3005 - Reserves - Pooled	\$131,285.19
3006 - Spent From Reserves Pooled	(\$27,725.08)
3010 - Reserves - Deferred Maintenance	\$56,093.78
3011 - Spent From Reserves Deferred Maintenance	(\$86,028.21)
3020 - Reserves - Roads	\$22,697.38
3030 - Reserves - Playground Equipment	\$14,036.94
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$57,658.68
3051 - Spent From Reserves Gazebos / Docks / Piers / Bridges	(\$12,445.50)
3070 - Reserves - Capital Assets	\$32,283.92
3080 - Reserves - Entrance Sign	\$18,364.70
3399 - Interest on Reserve Acct	\$549.94

<u>Reserves Total</u>	\$206,771.74
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Retained Earnings

\$167,315.24

Net Income

\$43,479.12

*Liabilities & Equity Total*

\$578,713.48

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**8/1/2023 - 8/31/2023**

	8/1/2023 - 8/31/2023			1/1/2023 - 8/31/2023			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$34,041.60	\$34,041.58	\$0.02	\$272,332.68	\$272,332.64	\$0.04	\$408,499.00
4025 - Prior Year Surplus	\$0.00	\$4,695.00	(\$4,695.00)	\$0.00	\$37,560.00	(\$37,560.00)	\$56,339.97
4050 - Violation / Fine Income	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$2,675.00	\$0.00	\$2,675.00	\$0.00
4070 - Interest on Delinquent Balance	\$102.02	\$0.00	\$102.02	\$786.13	\$0.00	\$786.13	\$0.00
4180 - Interest on Operating Acct	\$49.42	\$0.00	\$49.42	\$379.55	\$0.00	\$379.55	\$0.00
4190 - Interest on Reserve Acct	\$75.84	\$0.00	\$75.84	\$549.94	\$0.00	\$549.94	\$0.00
4200 - Allocate Reserve Interest	(\$75.84)	\$0.00	(\$75.84)	(\$549.94)	\$0.00	(\$549.94)	\$0.00
4380 - Gate Remote Income	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	\$0.00
<b>Total Income</b>	<b>\$34,193.04</b>	<b>\$38,736.58</b>	<b>(\$4,543.54)</b>	<b>\$277,943.36</b>	<b>\$309,892.64</b>	<b>(\$31,949.28)</b>	<b>\$464,838.97</b>
<b>Total Income</b>	<b>\$34,193.04</b>	<b>\$38,736.58</b>	<b>(\$4,543.54)</b>	<b>\$277,943.36</b>	<b>\$309,892.64</b>	<b>(\$31,949.28)</b>	<b>\$464,838.97</b>
<b>Expense</b>							
<u>General &amp; Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$1,650.00	\$3,350.00	\$1,700.00	\$3,350.00
6040 - Legal Fees	(\$500.00)	\$1,250.00	\$1,750.00	\$68.01	\$10,000.00	\$9,931.99	\$15,000.00
6050 - Other Professional Services	\$0.00	\$208.33	\$208.33	\$0.00	\$1,666.64	\$1,666.64	\$2,500.00
6060 - Compliance Fees	\$0.00	\$250.00	\$250.00	\$0.00	\$500.00	\$500.00	\$1,500.00
6080 - Bank Fees / Coupon Books	\$0.00	\$0.00	\$0.00	\$1,876.00	\$1,876.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$307.87	\$1,250.00	\$942.13	\$3,838.96	\$10,000.00	\$6,161.04	\$15,000.00
6110 - Insurance	\$886.20	\$916.67	\$30.47	\$6,921.30	\$7,333.36	\$412.06	\$11,000.00
6160 - Management Fees	\$1,900.00	\$1,900.00	\$0.00	\$15,200.00	\$15,200.00	\$0.00	\$22,800.00
6170 - Website	\$0.00	\$125.00	\$125.00	\$62.33	\$1,000.00	\$937.67	\$1,500.00
6180 - Meeting Room Rental	\$0.00	\$16.67	\$16.67	\$0.00	\$133.36	\$133.36	\$200.00
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	\$800.00	\$800.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$25.00	\$25.00	\$318.13	\$200.00	(\$118.13)	\$300.00
6310 - Federal Income Tax	\$0.00	\$41.67	\$41.67	\$0.00	\$333.36	\$333.36	\$500.00
6320 - Property Tax	\$0.00	\$100.00	\$100.00	\$0.00	\$800.00	\$800.00	\$1,200.00
<b>Total General &amp; Administrative</b>	<b>\$2,694.07</b>	<b>\$6,183.34</b>	<b>\$3,489.27</b>	<b>\$30,795.98</b>	<b>\$53,278.97</b>	<b>\$22,482.99</b>	<b>\$78,012.25</b>
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,500.00	\$6,489.00	(\$11.00)	\$51,600.00	\$51,912.00	\$312.00	\$77,868.00
6530 - Mulch / Sod	\$0.00	\$1,333.33	\$1,333.33	\$12.74	\$10,666.64	\$10,653.90	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$450.00	\$2,916.67	\$2,466.67	\$2,900.00	\$23,333.36	\$20,433.36	\$35,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$166.67	\$166.67	\$396.07	\$1,333.36	\$937.29	\$2,000.00
6570 - Fertilization and Chemicals	\$0.00	\$885.83	\$885.83	\$6,926.00	\$7,086.64	\$160.64	\$10,630.00
6610 - Irrigation - Repairs / Maintenance	\$1,070.00	\$250.00	(\$820.00)	\$2,935.00	\$2,000.00	(\$935.00)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,284.61	\$1,309.56	\$24.95	\$10,164.55	\$10,476.48	\$311.93	\$15,714.72
6690 - Wall / Fence - Repairs / Maintenance	\$825.00	\$0.00	(\$825.00)	\$825.00	\$0.00	(\$825.00)	\$0.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$208.33	\$208.33	\$0.00	\$1,666.64	\$1,666.64	\$2,500.00
6730 - On Site Maintenance Labor	\$0.00	\$1,755.00	\$1,755.00	\$6,068.79	\$14,040.00	\$7,971.21	\$21,060.00
6735 - Project Assistance Time / Labor	\$0.00	\$225.00	\$225.00	\$0.00	\$450.00	\$450.00	\$1,350.00
6750 - Locks / Keys / Signs	\$0.00	\$83.33	\$83.33	\$292.12	\$666.64	\$374.52	\$1,000.00
6770 - Doggie Station Services	\$385.00	\$333.67	(\$51.33)	\$2,275.00	\$2,669.36	\$394.36	\$4,004.00

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**8/1/2023 - 8/31/2023**

	8/1/2023 - 8/31/2023			1/1/2023 - 8/31/2023			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6790 - General Repairs / Maintenance / Materials	\$989.15	\$833.33	(\$155.82)	\$3,457.58	\$6,666.64	\$3,209.06	\$10,000.00
6910 - Gate System Maintenance	\$1,422.03	\$0.00	(\$1,422.03)	\$1,482.03	\$2,500.00	\$1,017.97	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$83.33	\$83.33	\$239.41	\$666.64	\$427.23	\$1,000.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$8,000.00	\$8,000.00	\$12,000.00
<b>Total Grounds</b>	<b>\$12,925.79</b>	<b>\$17,873.05</b>	<b>\$4,947.26</b>	<b>\$89,574.29</b>	<b>\$144,134.40</b>	<b>\$54,560.11</b>	<b>\$215,626.72</b>
<b>Utilities</b>							
7810 - Electricity - Common Areas	\$1,829.20	\$1,591.67	(\$237.53)	\$14,650.85	\$12,733.36	(\$1,917.49)	\$19,100.00
7830 - Utilities - Phone Line	\$137.96	\$325.00	\$187.04	\$1,893.53	\$2,600.00	\$706.47	\$3,900.00
7840 - Utilities - Telephone	\$247.87	\$583.33	\$335.46	\$1,037.34	\$1,166.66	\$129.32	\$3,500.00
7850 - Utilities - Water / Sewer	\$89.71	\$83.33	(\$6.38)	\$712.25	\$666.64	(\$45.61)	\$1,000.00
<b>Total Utilities</b>	<b>\$2,304.74</b>	<b>\$2,583.33</b>	<b>\$278.59</b>	<b>\$18,293.97</b>	<b>\$17,166.66</b>	<b>(\$1,127.31)</b>	<b>\$27,500.00</b>
<b>Reserves</b>							
8005 - Reserves - Pooled	\$11,975.00	\$11,975.00	\$0.00	\$95,800.00	\$95,800.00	\$0.00	\$143,700.00
<b>Total Reserves</b>	<b>\$11,975.00</b>	<b>\$11,975.00</b>	<b>\$0.00</b>	<b>\$95,800.00</b>	<b>\$95,800.00</b>	<b>\$0.00</b>	<b>\$143,700.00</b>
<b>Total Expense</b>	<b>\$29,899.60</b>	<b>\$38,614.72</b>	<b>\$8,715.12</b>	<b>\$234,464.24</b>	<b>\$310,380.03</b>	<b>\$75,915.79</b>	<b>\$464,838.97</b>
Operating Net Income	\$4,293.44	\$121.86	\$4,171.58	\$43,479.12	(\$487.39)	\$43,966.51	\$0.00
Net Income	\$4,293.44	\$121.86	\$4,171.58	\$43,479.12	(\$487.39)	\$43,966.51	\$0.00