

Sunset Lakes Homeowner Association, Inc.

MINUTES

Board of Directors Meeting

Via Zoom.com

Tuesday, July 18, 2023 @ 7:00pm

A. Meeting Call to order @ 7:00pm

B. Certification of Quorum for Board Meeting

Present:

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

Additional Attendee:

X	Leland	Brittany Robberecht

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 June 19, 2023 meeting. Jim seconded motion passed unanimously

Reports from Officers:

President – Will fill in with Property Manager's report

Vice President – Jim spent several days with Cloud9 and the storm drain repairs. There were issues on Sunflower with the trash truck sinking in the area of the storm drain and the other side from where they were working needing addressing as well since the lawn of the homeowner has sunk as well. Drains are full of muck, debris and should definitely be cleaned out.

- Julie made a motion to approve \$8,875.40 to repair the drain on Sunflower across from the one being worked on. Jim seconded the motion, motion passed unanimously

Secretary – None

Treasurer – Matt reported the adjustments from the Finance Committee which included reducing the budget line item of Accounting by \$2500 and reducing the gate maintenance by \$2500. Adding two line items to the budget – Compliance fees putting \$1500 in there; add line item of cell service for gates and put \$3500 in that line item.

- Matt Made the motion to approve the Finance Committee recommendations, Julie seconded it motion passed unanimously.

Director at Large – None

Update from Property Manager on projects/bids – Brittany

Ongoing Projects/Business

Mill & Repaving of Sunflower, Sunbeam, West Sunset Lakes Road and Killarney will not be done until after the storm drains have been repaired and the drains have been cleaned out. Brittany has contacted two companies for the cleaning – Cloud9 and All South Underground. This would include de-watering, remove debris, scope looking at between \$60,000-\$100,000 for 72 drains and Brittany will contact County to see if they have original plans of the storm water system.

FPL Survey for front lights to switch over to FPL owned poles. Since the lights have been fixed this project is on the back burner – can't get a company to come and do the survey as necessary from FPL.

Palms, Berm, Brush hogging – original bid went to Blue Bell then they did not communicate, project was given to Sea of Green, they started and did not finish. They did about 70% of the Berm, did the brush hogging and removed some trees. No communication from them since and we are looking for another company to finish the Berm and trim the palms. Blue Bell gave bid for Berm only \$1000 less than original bid with nothing done, Brittany & Julie to meet with them to review and they will start the palm tree trimming on Tuesday, June 27th.

- Julie made motion to approve bid of \$6,506 for trimming of palms with Blue Bell, Jim seconded the motion, motion passed unanimously

Storm Drain repairs and cleaning is the number one priority and will secure bids for the work.

Gutter/Apron repairs – Meyers will get the work finished by the end of the week, June 23rd and Brittany will do a drive through with representative to make sure repairs were done to scope before payment is made.

Gates – no updates, gates seem to be working, old system is still operating, so we will not have a true sense of the system working unless the old is shut down. If the old goes out, it will not be fixed.

Sod – where we removed trees needs sodding, the work on the gutters also, once this has been completed, we will review areas and have Frank purchase sod and lay it down in the areas needing it

Wier on Killarney Lake – according to Cloud9 the weir is operating properly and the grate needs to be welded back on and the bricks removed. Looking for a company to do the work, so far no company is interested in the job. Still looking for a company.

Tree removal/trimming – Oaks behind 710 Sunset Lakes Drive and the oak removed between 3724 & 3726 Sunward were done by Druse on July 3rd.

Pot hole at entrance of Sunset Lakes Resident Side – the conduit is exposed and wiring for the gate arms are exposed. Getting bids from company to come and dig trench, run the wire through new conduit, loop detector installed patch and fix asphalt. Brittany has contacted several companies and no response to get the work done.

New Business

Gate Database to Leland – until the free contract is up with Automated Access and the Board meets with Leland to discuss what we get for a contract we will leave the database as is.

Brittany is getting estimates to for fencing around retention pond on Tropical Trail.

Next Meeting: August 21, 2023 @ 7:00pm

Meeting Adjourned: @ 7:30 pm

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
7/31/2023

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$218,733.84
1070 - Operating ICS - Alliance	\$150,626.99

Cash - Operating Total \$369,360.83

Cash - Reserves

1100 - Reserve Money Market - Alliance	\$59,450.15
1170 - Reserves ICS - Alliance	\$221,298.96

Cash - Reserves Total \$280,749.11

Current Assets - Accts Receivable

1210 - Assessment Receivable	\$21,082.46
1220 - Allowance for Bad Debt	(\$8,582.54)
1250 - Violation / Fines Receivable	\$9,320.00

Current Assets - Accts Receivable Total \$21,819.92

Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/23	\$3,544.86
1510 - Prepaid Expenses	\$149.97

Current Assets - Other Total \$3,694.83

Assets Total

\$675,624.69

Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$3,260.39
2020 - Prepaid Assessments	\$14,906.35
2060 - Deferred Assessments	\$170,207.92

Liabilities Total \$188,374.66

Reserves

3005 - Reserves - Pooled	\$119,310.19
3006 - Spent From Reserves Pooled	(\$27,725.08)
3010 - Reserves - Deferred Maintenance	\$56,093.78
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	\$474.10

Reserves Total \$280,749.11

Retained Earnings \$167,315.24

Net Income \$39,185.68

Liabilities & Equity Total

\$675,624.69

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
7/1/2023 - 7/31/2023

	7/1/2023 - 7/31/2023			1/1/2023 - 7/31/2023			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Income</u>							
4010 - Assessment Income	\$34,041.58	\$34,041.58	\$0.00	\$238,291.08	\$238,291.06	\$0.02	\$408,499.00
4025 - Prior Year Surplus	\$0.00	\$4,695.00	(\$4,695.00)	\$0.00	\$32,865.00	(\$32,865.00)	\$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	\$1,450.00	\$0.00	\$1,450.00	\$2,675.00	\$0.00	\$2,675.00	\$0.00
4070 - Interest on Delinquent Balance	\$230.52	\$0.00	\$230.52	\$684.11	\$0.00	\$684.11	\$0.00
4180 - Interest on Operating Acct	\$49.47	\$0.00	\$49.47	\$330.13	\$0.00	\$330.13	\$0.00
4190 - Interest on Reserve Acct	\$72.86	\$0.00	\$72.86	\$474.10	\$0.00	\$474.10	\$0.00
4200 - Allocate Reserve Interest	(\$72.86)	\$0.00	(\$72.86)	(\$474.10)	\$0.00	(\$474.10)	\$0.00
4380 - Gate Remote Income	\$201.00	\$0.00	\$201.00	\$270.00	\$0.00	\$270.00	\$0.00
Total Income	\$35,972.57	\$38,736.58	(\$2,764.01)	\$243,750.32	\$271,156.06	(\$27,405.74)	\$464,838.97
Total Income	\$35,972.57	\$38,736.58	(\$2,764.01)	\$243,750.32	\$271,156.06	(\$27,405.74)	\$464,838.97
Expense							
<u>General & 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	\$193.84	\$1,250.00	\$1,056.16	\$568.01	\$8,750.00	\$8,181.99	\$15,000.00
6050 - Other Professional Services	\$0.00	\$208.33	\$208.33	\$0.00	\$1,458.31	\$1,458.31	\$2,500.00
6060 - Compliance Fees	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	\$250.00	\$1,500.00
6080 - Bank Fees / Coupon Books	\$938.00	\$938.00	\$0.00	\$1,876.00	\$1,876.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$1,093.38	\$1,250.00	\$156.62	\$3,531.09	\$8,750.00	\$5,218.91	\$15,000.00
6110 - Insurance	\$886.20	\$916.67	\$30.47	\$6,035.10	\$6,416.69	\$381.59	\$11,000.00
6160 - Management Fees	\$1,900.00	\$1,900.00	\$0.00	\$13,300.00	\$13,300.00	\$0.00	\$22,800.00
6170 - Website	\$0.00	\$125.00	\$125.00	\$62.33	\$875.00	\$812.67	\$1,500.00
6180 - Meeting Room Rental	\$0.00	\$16.67	\$16.67	\$0.00	\$116.69	\$116.69	\$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	\$700.00	\$700.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$25.00	\$25.00	\$318.13	\$175.00	(\$143.13)	\$300.00
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
Total General & Administrative	\$5,111.42	\$7,121.34	\$2,009.92	\$28,101.91	\$47,095.63	\$18,993.72	\$78,012.25
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,500.00	\$6,489.00	(\$11.00)	\$45,100.00	\$45,423.00	\$323.00	\$77,868.00
6530 - Mulch / Sod	\$0.00	\$1,333.33	\$1,333.33	\$12.74	\$9,333.31	\$9,320.57	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$1,200.00	\$2,916.67	\$1,716.67	\$2,450.00	\$20,416.69	\$17,966.69	\$35,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$166.67	\$166.67	\$396.07	\$1,166.69	\$770.62	\$2,000.00
6570 - Fertilization and Chemicals	\$1,458.00	\$885.83	(\$572.17)	\$6,926.00	\$6,200.81	(\$725.19)	\$10,630.00
6610 - Irrigation - Repairs / Maintenance	\$0.00	\$250.00	\$250.00	\$1,865.00	\$1,750.00	(\$115.00)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,284.61	\$1,309.56	\$24.95	\$8,879.94	\$9,166.92	\$286.98	\$15,714.72
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$208.33	\$208.33	\$0.00	\$1,458.31	\$1,458.31	\$2,500.00
6730 - On Site Maintenance Labor	\$0.00	\$1,755.00	\$1,755.00	\$6,068.79	\$12,285.00	\$6,216.21	\$21,060.00
6735 - Project Assistance Time / Labor	\$0.00	\$225.00	\$225.00	\$0.00	\$225.00	\$225.00	\$1,350.00
6750 - Locks / Keys / Signs	\$0.00	\$83.33	\$83.33	\$292.12	\$583.31	\$291.19	\$1,000.00
6770 - Doggie Station Services	(\$112.00)	\$333.67	\$445.67	\$1,890.00	\$2,335.69	\$445.69	\$4,004.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
7/1/2023 - 7/31/2023

	7/1/2023 - 7/31/2023			1/1/2023 - 7/31/2023			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6790 - General Repairs / Maintenance / Materials	\$71.68	\$833.33	\$761.65	\$2,468.43	\$5,833.31	\$3,364.88	\$10,000.00
6910 - Gate System Maintenance	\$0.00	\$0.00	\$0.00	\$60.00	\$2,500.00	\$2,440.00	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$83.33	\$83.33	\$239.41	\$583.31	\$343.90	\$1,000.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$7,000.00	\$7,000.00	\$12,000.00
Total Grounds	\$10,402.29	\$17,873.05	\$7,470.76	\$76,648.50	\$126,261.35	\$49,612.85	\$215,626.72
Utilities							
7810 - Electricity - Common Areas	\$1,835.40	\$1,591.67	(\$243.73)	\$12,821.65	\$11,141.69	(\$1,679.96)	\$19,100.00
7830 - Utilities - Phone Line	\$137.96	\$325.00	\$187.04	\$1,755.57	\$2,275.00	\$519.43	\$3,900.00
7840 - Utilities - Telephone	\$257.87	\$583.33	\$325.46	\$789.47	\$583.33	(\$206.14)	\$3,500.00
7850 - Utilities - Water / Sewer	\$89.71	\$83.33	(\$6.38)	\$622.54	\$583.31	(\$39.23)	\$1,000.00
Total Utilities	\$2,320.94	\$2,583.33	\$262.39	\$15,989.23	\$14,583.33	(\$1,405.90)	\$27,500.00
Reserves							
8005 - Reserves - Pooled	\$11,975.00	\$11,975.00	\$0.00	\$83,825.00	\$83,825.00	\$0.00	\$143,700.00
Total Reserves	\$11,975.00	\$11,975.00	\$0.00	\$83,825.00	\$83,825.00	\$0.00	\$143,700.00
Total Expense	\$29,809.65	\$39,552.72	\$9,743.07	\$204,564.64	\$271,765.31	\$67,200.67	\$464,838.97
Operating Net Income	\$6,162.92	(\$816.14)	\$6,979.06	\$39,185.68	(\$609.25)	\$39,794.93	\$0.00
Net Income	\$6,162.92	(\$816.14)	\$6,979.06	\$39,185.68	(\$609.25)	\$39,794.93	\$0.00