

Sunset Lakes Homeowner Association, Inc.

Minutes

Board of Directors Meeting

Via Zoom.com

July 18, 2022

A. Call to Order: 6:32 pm

B. Certification of quorum for board meeting

Present		
X	President	Ron Davis
X	Vice President	Lee Tibbitts
X	Secretary	David Diamond
X	Treasurer	Julie Song
	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 June 20, 2022. Julie seconded. All in favor, motion adopted.
2. Ron moved to approve the minutes of the BOD Legal Meeting held on June 20, 2022. David seconded. All in favor, motion adopted.

E. Reports from Officers

President

Ron reported that HA5 personnel will return to pressure wash the curb gutters on Tradewinds Tr and Sunward South where HA5 washed off during the rain.

Vice President

Lee mentioned that speeding on Sunset Lakes Dr appears to be picking up again. The Board agreed to give it some time to see if speeding is recurring regularly.

Secretary

Treasurer

Director at Large

F. Unfinished Business

G. New Business

1. Ron moved to approve the purchase six Dura Heat River Birch trees for \$850 to replace oak trees removed due to lifting of sidewalks. Lee seconded. All in favor, motion adopted.
2. Ron moved to approve a request of a one-time waiver of late fee and interest of \$28.30 for account 1400 but not the hard cost of the \$20 late notice. David seconded. All in favor, motion adopted.
3. Ron moved to not approve a request to waive the late fees and interest of \$38.48 and collection fee of \$119 for account 4690 as the homeowner already received a one-time waiver of late fee and interest on August 31, 2021. The collection fee is hard cost. In addition, homeowner's e-check was mailed February 22 and received by Leland on February 24. David seconded. All in favor, motion adopted.
4. Ron moved to reduce the fine for account 4690 from \$1,000 by \$840 and exclude the hard costs to the Association of \$160 (\$150 for letter, \$10 for certified mail). Homeowner will be given until September 30, 2022 to paint the home. Homeowner was actively working on determining an approved color to repaint home but ran into delays. Homeowner was unable to attend the violation hearing due to work. Homeowner texted Brittany but her phone does not accept texts. Homeowner was late on getting back to Brittany. David seconded. All in favor, motion adopted.
5. Ron moved to reduce the fine for account 1240 from \$1,000 by \$840 and exclude the hard costs to the Association of \$160 (\$150 for letter, \$10 for certified mail). Homeowner was working on waterproofing then painting his house. House was painted days after the hearing. David seconded. All in favor, motion adopted.
6. Ron moved to approve the draft change to the collections policy that changes the statutory requirement of intent to lien notification from 30 days to 45 days and add the minimum assessment dollar amount of \$300 before an account is sent to the attorney for collections. David seconded. All in favor, motion adopted.
7. Ron moved to approve removal of the oak tree in the easement in front of 3726 Sunward due to proximity to storm drain and lifting sidewalk.
8. David replaced the halyard, truck, and solar light on the flagpole in the main park.
9. Ron moved to appoint Matt Drabek to the Board as a Director to replace Lee Tibbitts. Lee seconded. All in favor, motion adopted. The Board members thanked Lee for his long and dedicated service to Sunset Lakes as a member of the Board in all officer positions.

10. Ron moved to appoint Lee to the Compliance Committee. David seconded. All in favor, motion adopted.

H. Next meeting: Tuesday, August 16, 2022 at 6:30 pm via Zoom.

I. Meeting adjourned: 7:53 pm

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
6/30/2022

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$151,585.21
1070 - Operating ICS - Alliance	\$150,114.83

<u>Cash - Operating Total</u>	\$301,700.04
-------------------------------	--------------

Cash - Reserves

1100 - Reserve Money Market - Alliance	\$53,081.03
1170 - Reserves ICS - Alliance	\$250,457.36

<u>Cash - Reserves Total</u>	\$303,538.39
------------------------------	--------------

Current Assets - Accts Receivable

1210 - Assessment Receivable	\$22,818.79
1220 - Allowance for Bad Debt	(\$18,729.39)
1250 - Violation / Fines Receivable	\$2,000.00

<u>Current Assets - Accts Receivable Total</u>	\$6,089.40
--	------------

Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/22	\$3,327.03
--	------------

<u>Current Assets - Other Total</u>	\$3,327.03
-------------------------------------	------------

Assets Total

\$614,654.86

Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$14,596.30
2020 - Prepaid Assessments	\$131,736.81

<u>Liabilities Total</u>	\$146,333.11
--------------------------	--------------

Reserves

3005 - Reserves - Pooled	\$63,949.98
3006 - Spent From Reserves Pooled	(\$16,320.00)
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	\$521.53

<u>Reserves Total</u>	\$303,538.39
-----------------------	--------------

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

<u>Net Income</u>	(\$28,401.34)
-------------------	---------------

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
6/30/2022

Liabilities & Equity Total

\$614,654.86

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
6/1/2022 - 6/30/2022

	6/1/2022 - 6/30/2022			1/1/2022 - 6/30/2022			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Income</u>							
4010 - Assessment Income	\$30,954.00	\$30,954.00	\$0.00	\$185,724.00	\$185,724.00	\$0.00	\$371,448.00
4025 - Prior Year Surplus	\$0.00	\$4,636.98	(\$4,636.98)	\$0.00	\$27,821.88	(\$27,821.88)	\$55,643.80
4050 - Violation / Fine Income	(\$2,125.00)	\$0.00	(\$2,125.00)	(\$2,125.00)	\$0.00	(\$2,125.00)	\$0.00
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00	\$0.00
4070 - Interest on Delinquent Balance	\$213.40	\$0.00	\$213.40	\$1,903.09	\$0.00	\$1,903.09	\$0.00
4180 - Interest on Operating Acct	\$23.15	\$0.00	\$23.15	\$130.64	\$0.00	\$130.64	\$0.00
4190 - Interest on Reserve Acct	\$92.71	\$0.00	\$92.71	\$521.53	\$0.00	\$521.53	\$0.00
4200 - Allocate Reserve Interest	(\$92.71)	\$0.00	(\$92.71)	(\$521.53)	\$0.00	(\$521.53)	\$0.00
4380 - Gate Remote Income	\$240.00	\$0.00	\$240.00	\$700.00	\$0.00	\$700.00	\$0.00
<u>Total Income</u>	\$29,305.55	\$35,590.98	(\$6,285.43)	\$187,757.73	\$213,545.88	(\$25,788.15)	\$427,091.80
Total Income	\$29,305.55	\$35,590.98	(\$6,285.43)	\$187,757.73	\$213,545.88	(\$25,788.15)	\$427,091.80
Expense							
<u>General & Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$850.00	\$3,412.50	\$2,562.50	\$5,850.00	\$5,850.00	\$0.00	\$5,850.00
6040 - Legal Fees	\$1,824.36	\$1,666.67	(\$157.69)	\$7,041.95	\$10,000.02	\$2,958.07	\$20,000.00
6050 - Other Professional Services	\$0.00	\$416.67	\$416.67	\$0.00	\$2,500.02	\$2,500.02	\$5,000.00
6080 - Bank Fees / Coupon Books	\$938.00	\$0.00	(\$938.00)	\$1,876.00	\$938.00	(\$938.00)	\$1,876.00
6090 - Postage / Copies / Supplies	\$2,634.94	\$833.33	(\$1,801.61)	\$6,946.55	\$4,999.98	(\$1,946.57)	\$10,000.00
6110 - Insurance	\$831.74	\$666.75	(\$164.99)	\$4,990.44	\$4,000.50	(\$989.94)	\$8,001.00
6160 - Management Fees	\$1,876.00	\$1,927.50	\$51.50	\$11,256.00	\$11,565.00	\$309.00	\$23,130.00
6170 - Website	\$20.17	\$108.33	\$88.16	\$633.89	\$649.98	\$16.09	\$1,300.00
6180 - Meeting Room Rental	\$0.00	\$33.33	\$33.33	\$0.00	\$199.98	\$199.98	\$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	\$150.00	\$150.00	\$300.00
6240 - Bad Debt	\$200.00	\$200.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$2,400.00
6250 - HOA Supplies	\$0.00	\$50.00	\$50.00	\$0.00	\$300.00	\$300.00	\$600.00
6310 - Federal Income Tax	\$0.00	\$41.67	\$41.67	\$0.00	\$250.02	\$250.02	\$500.00
6320 - Property Tax	\$0.00	\$100.00	\$100.00	\$0.00	\$600.00	\$600.00	\$1,200.00
<u>Total General & Administrative</u>	\$9,175.21	\$9,481.75	\$306.54	\$39,856.08	\$43,264.75	\$3,408.67	\$80,618.25
<u>Grounds</u>							
6510 - Grounds Maintenance	\$6,300.00	\$6,300.00	\$0.00	\$37,200.00	\$37,800.00	\$600.00	\$75,600.00
6530 - Mulch / Sod	\$0.00	\$1,333.33	\$1,333.33	\$5,792.87	\$7,999.98	\$2,207.11	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$4,875.00	\$2,025.00	(\$2,850.00)	\$14,386.00	\$12,150.00	(\$2,236.00)	\$24,300.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$166.67	\$166.67	\$558.01	\$1,000.02	\$442.01	\$2,000.00
6570 - Fertilization and Chemicals	\$153.00	\$817.50	\$664.50	\$4,901.00	\$4,905.00	\$4.00	\$9,810.00
6610 - Irrigation - Repairs / Maintenance	\$0.00	\$250.00	\$250.00	\$1,255.00	\$1,500.00	\$245.00	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,247.19	\$1,187.80	(\$59.39)	\$7,258.79	\$7,126.80	(\$131.99)	\$14,253.55
6720 - Stormwater Repairs	\$0.00	\$208.33	\$208.33	\$17.59	\$1,249.98	\$1,232.39	\$2,500.00
6730 - On Site Maintenance	\$875.25	\$2,166.67	\$1,291.42	\$14,297.66	\$13,000.02	(\$1,297.64)	\$26,000.00
6750 - Locks / Keys / Signs	\$149.80	\$225.00	\$75.20	\$2,678.61	\$1,350.00	(\$1,328.61)	\$2,700.00
6770 - Doggie Station Services	\$385.00	\$238.33	(\$146.67)	\$2,002.00	\$1,429.98	(\$572.02)	\$2,860.00
6790 - General Repairs / Maintenance	\$0.00	\$791.67	\$791.67	\$7,198.66	\$4,750.02	(\$2,448.64)	\$9,500.00
6910 - Entrance / Gates	\$0.00	\$625.00	\$625.00	\$2,605.50	\$3,750.00	\$1,144.50	\$7,500.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
6/1/2022 - 6/30/2022

	6/1/2022 - 6/30/2022			1/1/2022 - 6/30/2022			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6920 - Gate / Transmitter	\$196.31	\$16.67	(\$179.64)	\$769.23	\$100.02	(\$669.21)	\$200.00
<u>Total Grounds</u>	\$14,181.55	\$16,351.97	\$2,170.42	\$100,920.92	\$98,111.82	(\$2,809.10)	\$196,223.55
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,709.96	\$1,470.83	(\$239.13)	\$9,111.35	\$8,824.98	(\$286.37)	\$17,650.00
7830 - Utilities - Spectrum	\$307.93	\$308.33	\$0.40	\$1,827.58	\$1,849.98	\$22.40	\$3,700.00
7850 - Utilities - Water / Sewer	\$87.41	\$83.33	(\$4.08)	\$493.16	\$499.98	\$6.82	\$1,000.00
<u>Total Utilities</u>	\$2,105.30	\$1,862.49	(\$242.81)	\$11,432.09	\$11,174.94	(\$257.15)	\$22,350.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$10,658.33	\$10,658.33	\$0.00	\$63,949.98	\$63,949.98	\$0.00	\$127,900.00
<u>Total Reserves</u>	\$10,658.33	\$10,658.33	\$0.00	\$63,949.98	\$63,949.98	\$0.00	\$127,900.00
Total Expense	\$36,120.39	\$38,354.54	\$2,234.15	\$216,159.07	\$216,501.49	\$342.42	\$427,091.80
Operating Net Income	(\$6,814.84)	(\$2,763.56)	(\$4,051.28)	(\$28,401.34)	(\$2,955.61)	(\$25,445.73)	\$0.00
Net Income	(\$6,814.84)	(\$2,763.56)	(\$4,051.28)	(\$28,401.34)	(\$2,955.61)	(\$25,445.73)	\$0.00