

**Sunset Lakes Homeowner Association, Inc.**  
**MINUTES**

Board of Directors Regular Meeting  
Hobbs Pharmacy  
133 N. Banana River Drive, Merritt Island, FL 32952  
**Monday, July 20, 2020 at 6:00 pm**

A. Certification of Quorum for regular board meeting

Present		
X	President	Ron Davis
X	Vice President	Dave Chaney
X	Secretary	Lee Tibbitts
X	Treasurer	Julie Song
X	Director at Large	Tim Bowlin
X	APM Property Manager	Frank Bradley
X	ARC	Jim Wagner

B. Pledge of Allegiance

C. Notice of Meeting

Posted at the entrance community boards and posted on SLHOA.com website. Meeting room in person attendance limited to BOD, Property Manager, committee members and special invitees; dial in provided for homeowners.

D. Prior Meeting Minutes Disposition

Ron motioned to approve the draft minutes from the June 15, 2020 BOD meeting. Lee seconded, all in favor, minutes approved as written.

E. Reports from Officers

President

Contract with FPL to switch to LED lights for all light poles to begin in August.  
Electric bill to raise by \$4.00/mo per account (2 accounts total).

Vice President

Update to the Rules and Guidelines- Dave will get with Van Moore, APM to see if the Design Review Guidelines are required as a stand-alone document.

Secretary

Online Voting: Lee will get with Van Moore to get recommended wording for updating the C&Rs that will need to be reviewed by our attorney. Recommend having all homeowners register with e-mail on website for future voting, if online voting passes.

Treasurer

1. Financial Summary report – Aging went up by \$15,000 from violation fines
2. Late Accounts/homeowners – 1 homeowner went to attorney – request DPC Fining process from Debbie Baumgartner/APM
3. CPA Audit – Audit has been filed, quarterly was paid, Sentry Tax Report cannot be found/ was incomplete

4. Investment Account – Sitting in bank, cannot cash out until October, cash out will be put in operations account
5. Letters sent to homeowners adjacent to lake between Sunward/Sunset Lakes Dr. regarding personal property to be removed from common area for the Landscaper to mow the common area
6. Previous approvals for ARC have been verbal by committee. Tim motioned for letter to homeowner requesting written documentation of approval, Lee seconded, all in favor, motion adopted

#### Director at Large

1. Storm Shutters – Tim drafted up guidelines per Brevard County Code of Ordinance (packet was handed out to all members). Occupied homes must have one door not shuttered to allow access by emergency personnel if required. Homeowners must contact APM with written documentation of vacancy (not evacuation). Occupied homes must remove shutters after 72 hours of a storm or within 72 hours following an “All Clear” for a hurricane
2. Sheds – Tim drafted up a packet that will be mailed to BOD (did not make copies for meeting). A change to the C&Rs is required to allow sheds if that is what the board decides

#### F. Frank Bradley, APM

1. Waiting on three replacement storm grates
2. Mowing around lake behind Sunward/Sunset started week of July 13, 2020
3. 710 Sunset Lakes Dr. – tree trimming completed July 16, 2020
4. 3818 Sunward Dr. – still need quote for bird of paradise removal
5. Sidewalks throughout community – received two quotes: one for \$11,500 and one for \$22,500 to replace 50 slabs at five feet each. Ron motioned to approve the bid for \$11,500. Tim seconded, all in favor, motion adopted

#### G. ARC Report

Jim to assume the Chair position of the ARC – still working on updating the Design Review Guidelines

#### H. Standing Committee updates

1. Security – waiting on Florida Door for gate access
2. Welcoming – nothing to report
3. Violation Fines – Violation process needs to be documented. Sharon will get with Debbie Baumgartner to incorporate APM’s process into the HOA process. All homeowner fines for non-compliance are to be approved by the Board

#### I. Unfinished Business

None

#### J. New Business

Tim motioned for discussion to add alligator hotline (SNAP) to SLHOA website, Lee seconded, all in favor, motion adopted

#### K. Next meeting: August 17 at 6pm at Hobbs Pharmacy

#### M. Meeting adjourned at 7:52pm by Ron