

# Sunset Lakes Homeowner Association, Inc.

## Minutes

Board of Directors Meeting

Via Zoom.com

March 21, 2023 at 6:30 pm

Go to Zoom.com

Join a meeting

<https://us06web.zoom.us/j/93875635738?pwd=bXI3dGdEek9KNWtCaDNsUjQ2MVlZZz09>

or call-in

(346) 248-7799

Meeting ID: 938 7563 5738

Passcode: 416086

- I. Call to Order: The Meeting was called to order 6:36 PM by Board President, Ron David.
- II. Certification of quorum for board meeting: Quorum was established having 5 Board Members Present.
  - President: Ron Davis
  - Vice President: David Diamond
  - Secretary: Matt Drabek
  - Treasurer: Julie Song
  - Director: Tim Bowlin
- III. **Notice of Meeting:** Notice was posted at the entrance community signs and on the SLHOA.com website
- IV. **Prior Meeting Minutes Disposition- Draft minutes of the 2023 Organizational and BOD Meeting held on February 7, 2023: Ron Davis made a motion to approve the minutes as presented from 2/7/2023. Julie Song seconded the motion. Motion carried unanimously 5-0.**
- V. **Reports**
  - President: No Report
  - Vice President: No report
  - Secretary: No Report
  - Treasurer: Julie Song reviewed monthly financials, AR report and Reserve balances.
  - Director at Large: No Report
  - Leland Management- Management reviewed the monthly manager report with updates on all current projects.
  - Unfinished Business: No Report
- VI. **New Business**
  - Ratify approval of renewing contract with Brevard Lawn Care, Inc. **A motion was made to approve the renewal of the Brevard Lawns Contract dated 2/1/2023-2/1/2025 with an annual fee of \$78,000.00 for**

**2023 with a 30-day termination clause by Ron Davis. David Diamond seconded the motion and it was carried unanimously.**

- **Ratify approval of Sunset Lakes Entrance Street Light: A motion was made to approve the Florida Bulb and ballast to repair and replace the two entrance streetlights and change to LED lights for \$1,497.05 by Ron David. Julie Song seconded the motion and it was carried unanimously.**
- **Ratify Sea of Green Berm, Palm Trimming, Bush Hogging: A motion was made to ratify approval for Sea of Green in the amount of \$13,700 by Ron Davis. David Diamond seconded the motion and it was carried unanimously.**
  - **Area behind David's house needs to be land cleared instead of bush hogged in order to maintain the workout stations as an amenity.**
- **Consideration for Leland Management to manage gates: Once Automatic Access has completed transition; the Board will revisit.**
  - **Check on warranty periods for items installed.**
- **Dog Waste Stations: A motion was made to renew contract with Doggie Doo for same amount as 2022 by David Diamond. Ron Davis seconded the motion and it was carried unanimously.**
- **Appoint Lori Weller to Welcoming Committee: A motion was made to Lori Weller to Welcoming Committee by Ron Davis. David Diamond seconded the motion and it was carried unanimously.**

**Ron Davis announced his resignation from the Board of Directors.**

- **Appoint Jim Istvan to Board: A motion was made to Jim Istvan as director by David Diamond. Tim Bowlin seconded the motion and it was carried unanimously.**
- **Reorganization of BOD: A motion was made to reorganize the Board by Tim Bowlin. Julie Song seconded the motion and it was carried unanimously.**

**David Diamond was not participating in the meeting and could not confirm attendance, quorum was still obtained with three board members present therefore a motion was made by Tim Bowlin to appoint himself as meeting chair. Julie Song seconded the motion and it was carried unanimously.**

- **Nomination of officer roles**
  - **President: A motion was made to appoint Julie Song as president by Matt Drabeck. Tim Bowlin seconded the motion and it was carried unanimously.**
  - **Treasurer- A motion was made to appoint Matt Drabeck as Treasurer by Tim Bowling. Julie Song Seconded the motion and it was carried unanimously**
  - **Secretary- A motion was made to appoint Tim Bowlin as Secretary by Julie Song. Matt Drabeck seconded the motion and it was carried unanimously.**

- ***Vice President-A motion was made to appoint David Diamond as Vice President by Julie Song. Tim Bowlin seconded by motion. David Diamond reentered the meeting and stated he did not want that officer position. An amended motion was made to appoint Jim Istvan as Vice President. The motion was seconded by Tim Bowlin and it was carried unanimously.***
- ***Director at large: David Diamond will serve as Director at Large.***
  
- ***Meeting adjourned: A motion to adjourn the meeting at 8:48 PM was made by Tim Bowlin. Matt Drabeck seconded the motion and it was carried unanimously.***

**Sunset Lakes Homeowners Association, Inc.**  
**Balance Sheet**  
**2/28/2023**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$169,722.16
1070 - Operating ICS - Alliance	\$150,406.24

<u>Cash - Operating Total</u>	\$320,128.40
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$17,936.50
1170 - Reserves ICS - Alliance	\$220,974.61

<u>Cash - Reserves Total</u>	\$238,911.11
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$12,047.18
1220 - Allowance for Bad Debt	(\$10,699.76)
1250 - Violation / Fines Receivable	\$7,320.00

<u>Current Assets - Accts Receivable Total</u>	\$8,667.42
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/23	\$7,975.86
1510 - Prepaid Expenses	\$149.97

<u>Current Assets - Other Total</u>	\$8,125.83
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*Assets Total*

\$575,832.76

**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$5,320.66
2020 - Prepaid Assessments	\$20,931.14
2030 - Accrued Expenses	\$48.00
2060 - Deferred Assessments	\$136,166.34

<u>Liabilities Total</u>	\$162,466.14
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Reserves

3005 - Reserves - Pooled	\$57,292.19
3006 - Spent From Reserves Pooled	(\$19,645.00)
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
3070 - Reserves - Capital Assets	\$32,283.92
3080 - Reserves - Entrance Sign	\$18,364.70
3399 - Interest on Reserve Acct	\$128.52

<u>Reserves Total</u>	\$238,911.11
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Retained Earnings

\$164,735.24

Net Income

\$9,720.27

*Liabilities & Equity Total*

\$575,832.76

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**2/1/2023 - 2/28/2023**

	2/1/2023 - 2/28/2023			1/1/2023 - 2/28/2023			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$34,041.58	\$34,041.58	\$0.00	\$68,083.16	\$68,083.16	\$0.00	\$408,499.00
4025 - Prior Year Surplus	\$0.00	\$4,695.00	(\$4,695.00)	\$0.00	\$9,390.00	(\$9,390.00)	\$56,339.97
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$1,225.00	\$0.00	\$1,225.00	\$0.00
4070 - Interest on Delinquent Balance	\$88.55	\$0.00	\$88.55	\$279.48	\$0.00	\$279.48	\$0.00
4180 - Interest on Operating Acct	\$44.19	\$0.00	\$44.19	\$93.18	\$0.00	\$93.18	\$0.00
4190 - Interest on Reserve Acct	\$60.68	\$0.00	\$60.68	\$128.52	\$0.00	\$128.52	\$0.00
4200 - Allocate Reserve Interest	(\$60.68)	\$0.00	(\$60.68)	(\$128.52)	\$0.00	(\$128.52)	\$0.00
<b>Total Income</b>	<b>\$34,174.32</b>	<b>\$38,736.58</b>	<b>(\$4,562.26)</b>	<b>\$69,680.82</b>	<b>\$77,473.16</b>	<b>(\$7,792.34)</b>	<b>\$464,838.97</b>
<b>Total Income</b>	<b>\$34,174.32</b>	<b>\$38,736.58</b>	<b>(\$4,562.26)</b>	<b>\$69,680.82</b>	<b>\$77,473.16</b>	<b>(\$7,792.34)</b>	<b>\$464,838.97</b>
<b>Expense</b>							
<u>General &amp; Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$487.50	\$487.50	\$0.00	\$975.00	\$975.00	\$5,850.00
6040 - Legal Fees	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$2,500.00	\$2,500.00	\$15,000.00
6050 - Other Professional Services	\$0.00	\$208.33	\$208.33	\$0.00	\$416.66	\$416.66	\$2,500.00
6080 - Bank Fees / Coupon Books	\$0.00	\$0.00	\$0.00	\$938.00	\$938.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$1,485.80	\$1,250.00	(\$235.80)	\$1,746.21	\$2,500.00	\$753.79	\$15,000.00
6110 - Insurance	\$717.90	\$916.67	\$198.77	\$1,604.10	\$1,833.34	\$229.24	\$11,000.00
6160 - Management Fees	\$1,924.00	\$1,900.00	(\$24.00)	\$3,800.00	\$3,800.00	\$0.00	\$22,800.00
6170 - Website	\$0.00	\$125.00	\$125.00	\$0.00	\$250.00	\$250.00	\$1,500.00
6180 - Meeting Room Rental	\$0.00	\$16.67	\$16.67	\$0.00	\$33.34	\$33.34	\$200.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.25
6240 - Bad Debt	\$100.00	\$100.00	\$0.00	\$200.00	\$200.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$40.53	\$25.00	(\$15.53)	\$74.03	\$50.00	(\$24.03)	\$300.00
6310 - Federal Income Tax	\$0.00	\$41.67	\$41.67	\$0.00	\$83.34	\$83.34	\$500.00
6320 - Property Tax	\$0.00	\$100.00	\$100.00	\$0.00	\$200.00	\$200.00	\$1,200.00
<b>Total General &amp; Administrative</b>	<b>\$4,268.23</b>	<b>\$6,420.84</b>	<b>\$2,152.61</b>	<b>\$8,362.34</b>	<b>\$13,779.68</b>	<b>\$5,417.34</b>	<b>\$79,012.25</b>
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,300.00	\$6,489.00	\$189.00	\$12,600.00	\$12,978.00	\$378.00	\$77,868.00
6530 - Mulch / Sod	\$0.00	\$1,333.33	\$1,333.33	\$12.74	\$2,666.66	\$2,653.92	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$0.00	\$2,916.67	\$2,916.67	\$1,250.00	\$5,833.34	\$4,583.34	\$35,000.00
6560 - Landscaping Replacement / Enhancement	\$350.00	\$166.67	(\$183.33)	\$350.00	\$333.34	(\$16.66)	\$2,000.00
6570 - Fertilization and Chemicals	\$161.00	\$885.83	\$724.83	\$1,619.00	\$1,771.66	\$152.66	\$10,630.00
6610 - Irrigation - Repairs / Maintenance	\$120.00	\$250.00	\$130.00	\$585.00	\$500.00	(\$85.00)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,247.19	\$1,309.56	\$62.37	\$2,494.33	\$2,619.12	\$124.79	\$15,714.72
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$208.33	\$208.33	\$0.00	\$416.66	\$416.66	\$2,500.00
6730 - On Site Maintenance Labor	\$1,074.87	\$1,755.00	\$680.13	\$2,256.66	\$3,510.00	\$1,253.34	\$21,060.00
6750 - Locks / Keys / Signs	\$0.00	\$83.33	\$83.33	\$162.64	\$166.66	\$4.02	\$1,000.00
6770 - Doggie Station Services	\$308.00	\$333.67	\$25.67	\$616.00	\$667.34	\$51.34	\$4,004.00
6790 - General Repairs / Maintenance / Materials	(\$304.95)	\$833.33	\$1,138.28	(\$283.96)	\$1,666.66	\$1,950.62	\$10,000.00
6910 - Gate System Maintenance	\$25.00	\$416.67	\$391.67	\$25.00	\$833.34	\$808.34	\$5,000.00
6920 - Gate / Transmitter	\$0.00	\$83.33	\$83.33	\$1,682.58	\$166.66	(\$1,515.92)	\$1,000.00
6930 - Sidewalk Repairs / Maintenance	(\$120.00)	\$1,000.00	\$1,120.00	\$0.00	\$2,000.00	\$2,000.00	\$12,000.00
<b>Total Grounds</b>	<b>\$9,161.11</b>	<b>\$18,064.72</b>	<b>\$8,903.61</b>	<b>\$23,369.99</b>	<b>\$36,129.44</b>	<b>\$12,759.45</b>	<b>\$216,776.72</b>

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**2/1/2023 - 2/28/2023**

	2/1/2023 - 2/28/2023			1/1/2023 - 2/28/2023			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,824.68	\$1,591.67	(\$233.01)	\$3,638.34	\$3,183.34	(\$455.00)	\$19,100.00
7830 - Utilities - Phone Line	\$157.96	\$325.00	\$167.04	\$465.89	\$650.00	\$184.11	\$3,900.00
7850 - Utilities - Water / Sewer	\$89.71	\$83.33	(\$6.38)	\$173.99	\$166.66	(\$7.33)	\$1,000.00
<u>Total Utilities</u>	\$2,072.35	\$2,000.00	(\$72.35)	\$4,278.22	\$4,000.00	(\$278.22)	\$24,000.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$11,975.00	\$11,975.00	\$0.00	\$23,950.00	\$23,950.00	\$0.00	\$143,700.00
<u>Total Reserves</u>	\$11,975.00	\$11,975.00	\$0.00	\$23,950.00	\$23,950.00	\$0.00	\$143,700.00
<b>Total Expense</b>	\$27,476.69	\$38,460.56	\$10,983.87	\$59,960.55	\$77,859.12	\$17,898.57	\$463,488.97
Operating Net Income	\$6,697.63	\$276.02	\$6,421.61	\$9,720.27	(\$385.96)	\$10,106.23	\$1,350.00
Net Income	\$6,697.63	\$276.02	\$6,421.61	\$9,720.27	(\$385.96)	\$10,106.23	\$1,350.00