

**Sunset Lakes Homeowner Association, Inc.**  
**MINUTES**  
**Board of Directors Meeting**  
**Via Zoom**  
**Monday, May 20, 2024 @ 7:00pm**

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

B. Certification of Quorum for Board Meeting

**Present:**

X	<b>President</b>	<b>Julie Song</b>
X	<b>Vice President</b>	<b>Jim Wagner</b>
X	<b>Secretary</b>	<b>Tim Bowlin</b>
X	<b>Treasurer</b>	<b>Suzette Smith</b>
X	<b>Director at Large</b>	<b>David Diamond</b>

**Additional Attendee:**

	Leland	<b>Brittany Robberecht</b>

**Notice of Meeting**

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

**Compliance Matters:** Julie made the motion to fine 3787 Sierra, Jim seconded motion passed unanimously.

**ARC Matters:** Report mailed to board on May 14, 2024

**Reports from Officers:**

President –

- Julie provided update on status of storm drain repairs. All Florida has finished all the repairs on Sunset Lakes Drive, Killarney and Sunflower. Asphalt repairs will be next.
- Discussion regarding changing the codes at the front gates, it was decided to wait and visit again next year for the changes.
- Brush hogging was done in Island Estates, need to get cost to get it where lawn maintenance can maintain it and cost for the extra mowing. Tabled until June to get pricing on the extra cuts and extra charge for mowing on weekly basis as lawn contract.
- New Rules & Guidelines will be sent to the Board for their review, corrections, changes, additions, so board can provide to homeowners and board vote to approve and record with County. Julie will send out word document for board to review.

Vice President – Nothing to report

Secretary –

- In Tim's absence, Julie made a motion to accept the minutes of the April 15, 2024 meeting, Suzette seconded, motion passed unanimously.

Treasurer –

- Suzette informed the board that we would not be voting to approve the financials as there were two errors in report

Director at Large – Nothing to report

### **Vote**

- Julie made a motion to allow the fountain a homeowner placed in the pond between Sierra and Sunward with the homeowner signing a waiver regarding operation of the fountain. Suzette seconded the motion. Motion carried unanimously.
- David made a motion to install the click to enter emergency system in addition to the existing system. Tim seconded the motion. Yes – Tim, David Nay – Jim, Julie Suzette motion did not carry.
- Julie made a motion to have the gates opened upon homeowner request for birthday parties, graduations, etc. David seconded. Yes – David, Tim - Nay, Jim, Julie Suzette
- Julie made a motion adopt the Record Request Policy provided from Leland, Suzette seconded. Motion carried unanimously.
- Julie made a motion to allow ARC Committee to approve without meetings requests that are within the guidelines. Jim seconded, Motion carried unanimously.
- Julie made a motion to accept the proposals for asphalt repair to Sunset Lakes, Killarney and Sunflower not to exceed \$17,000. Jim seconded, Motion carried unanimously.
- Julie presented Brent Krebs, Julie Collins, MaryAlice Istvan and Mary Solomon as new ARC members, Jim second, Motion carried unanimously.
- Tabled the Sunflower/Sunbeam common area request for plantings where there are dead bushes.
- Waterford, Island Estates irrigation has been fixed. David will call Reclaimed water department to see why there is intermittent pressure.
- Other areas of concern for irrigation are Starlight, Limerick by mailboxes, Sunward common areas, Julie will put in maintenance request for Frank to follow up.

### **New Business**

- Julie will reach out to Atty and set up conference call regarding FL Statute 720 and how our ARC committee is operating to have questions and concerns addressed. Julie will write an email to the Attorney prior to the call so that he has the time to research our concerns.
- Brittany is working on the new bids to clean up the retention pond pipe in Island Estates and will get bids to have this addressed.
- Brittany is coordinating a meeting with Solitude, herself, Jim and David to walk the drainage behind Sunward to see where the lake company is saying they can not access.
- We have several properties that aren't adhering to the rules and regulations, this will be addressed in the June 1<sup>st</sup> Board update letter and request homeowners to remove items that are not allowed to be in their front yards.

### **Unfinished Business**

- Julie wants to set up an appointment with Blacks to see where we can cut costs in the fertilization we have been doing, what is necessary.
- Parking Resolution – working document would need to be passed with new C&Rs
- Resolution for Electronic Voting & Communication, need to send notices to homeowners of the resolution and notice the meeting where the board will vote on this.
- IE Sign refreshing – still need a company that will come and paint the sign that has faded over the years from sun
- Julie will proceed to interview law offices to represent Sunset Lakes Jim has requested this move forward immediately.

**Homeowners comments:** There were not comments.

Next Meeting – Monday, June 17, 2024 – 7pm via Zoom

Meeting Adjourned 8:15 pm

**Sunset Lakes Homeowners Association, Inc.**

**Balance Sheet**

**4/30/2024**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$10,024.78
1070 - Operating ICS - Alliance	\$244,730.45

Cash - Operating Total \$254,755.23

Cash - Reserves

1100 - Reserve Money Market - Alliance	\$132,495.14
1170 - Reserves ICS - Alliance	\$164,934.20

Cash - Reserves Total \$297,429.34

Current Assets - Accts Receivable

1210 - Assessment Receivable	\$1,854.89
1220 - Allowance for Bad Debt	(\$7,431.47)
1250 - Violation / Fines Receivable	\$9,000.00

Current Assets - Accts Receivable Total \$3,423.42

Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/24	\$5,851.07
1510 - Prepaid Expenses	\$149.97

Current Assets - Other Total \$6,001.04

*Assets Total*

\$561,609.03

**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$2,950.58
2020 - Prepaid Assessments	\$26,539.52
2060 - Deferred Assessments	\$74,883.54

Liabilities Total \$104,373.64

Reserves

3005 - Reserves - Pooled	\$184,381.69
3006 - Spent From Reserves Pooled	(\$2,236.39)
3020 - Reserves - Roads	\$22,896.91
3021 - Spent From Reserves Roads	(\$16,340.00)
3030 - Reserves - Playground Equipment	\$11,091.15
3031 - Spent From Reserves Playground Equipment	(\$863.18)
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$45,610.64
3070 - Reserves - Capital Assets	\$32,567.72
3080 - Reserves - Entrance Sign	\$18,523.26
3081 - Spent from reserves Entrance Sign	(\$327.99)
3399 - Interest on Reserve Acct	\$2,125.53

Reserves Total \$297,429.34

Retained Earnings

\$161,280.01

Net Income

(\$1,473.96)

*Liabilities & Equity Total*

\$561,609.03

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**4/1/2024 - 4/30/2024**

	4/1/2024 - 4/30/2024			1/1/2024 - 4/30/2024			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$37,441.87	\$37,441.87	\$0.00	\$149,767.46	\$149,767.46	\$0.00	\$449,302.00
4025 - Prior Year Surplus	\$0.00	\$4,078.21	(\$4,078.21)	\$0.00	\$16,312.84	(\$16,312.84)	\$48,938.50
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$1,075.00	\$0.00	\$1,075.00	\$0.00
4070 - Interest on Delinquent Balance	\$10.51	\$0.00	\$10.51	\$425.91	\$0.00	\$425.91	\$0.00
4180 - Interest on Operating Acct	\$754.12	\$0.00	\$754.12	\$2,636.68	\$0.00	\$2,636.68	\$0.00
4190 - Interest on Reserve Acct	\$532.16	\$0.00	\$532.16	\$2,125.53	\$0.00	\$2,125.53	\$0.00
4200 - Allocate Reserve Interest	(\$532.16)	\$0.00	(\$532.16)	(\$2,125.53)	\$0.00	(\$2,125.53)	\$0.00
4380 - Gate Remote Income	\$195.00	\$0.00	\$195.00	\$460.00	\$0.00	\$460.00	\$0.00
<u>Total Income</u>	\$38,401.50	\$41,520.08	(\$3,118.58)	\$154,365.05	\$166,080.30	(\$11,715.25)	\$498,240.50
<b>Total Income</b>	\$38,401.50	\$41,520.08	(\$3,118.58)	\$154,365.05	\$166,080.30	(\$11,715.25)	\$498,240.50
<b>Expense</b>							
<u>General &amp; Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$1,650.00	\$1,650.00	\$1,650.00
6040 - Legal Fees	\$1,197.25	\$1,250.00	\$52.75	\$3,328.77	\$5,000.00	\$1,671.23	\$15,000.00
6050 - Other Professional Services	\$0.00	\$208.33	\$208.33	\$0.00	\$833.32	\$833.32	\$2,500.00
6080 - Bank Fees / Semi Annual Assessment Stmt	\$0.00	\$0.00	\$0.00	\$938.00	\$938.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$277.19	\$1,250.00	\$972.81	\$3,321.42	\$5,000.00	\$1,678.58	\$15,000.00
6110 - Insurance	\$886.26	\$849.60	(\$36.66)	\$3,545.04	\$3,398.40	(\$146.64)	\$10,195.22
6160 - Management Fees	\$1,900.00	\$1,900.00	\$0.00	\$7,600.00	\$7,600.00	\$0.00	\$22,800.00
6170 - Website	\$22.17	\$41.67	\$19.50	\$271.21	\$166.68	(\$104.53)	\$500.00
6180 - Meeting Room Rental	\$50.00	\$0.00	(\$50.00)	\$50.00	\$0.00	(\$50.00)	\$100.00
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	\$400.00	\$400.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68	\$500.00
6320 - Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
6330 - Violation Fines	\$0.00	\$125.00	\$125.00	\$0.00	\$500.00	\$500.00	\$1,500.00
<u>Total General &amp; Administrative</u>	\$4,432.87	\$5,766.27	\$1,333.40	\$19,454.44	\$25,653.08	\$6,198.64	\$74,107.47
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$26,195.00	\$26,780.00	\$585.00	\$80,340.00
6530 - Mulch / Sod	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$5,000.00	\$5,000.00	\$15,000.00
6550 - Tree Trim / Removal / Replacement	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$5,000.00	\$5,000.00	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$83.33	\$83.33	\$200.00	\$333.32	\$133.32	\$1,000.00
6570 - Fertilization and Chemicals	\$169.00	\$931.25	\$762.25	\$3,885.00	\$3,725.00	(\$160.00)	\$11,175.00
6610 - Irrigation - Repairs / Maintenance	\$270.00	\$166.67	(\$103.33)	\$433.64	\$666.68	\$233.04	\$2,000.00
6630 - Lakes / Ponds / Waterways	\$1,323.14	\$1,323.17	\$0.03	\$5,176.89	\$5,292.68	\$115.79	\$15,878.03
6720 - Stormwater Minor Repairs / Maintenance	\$16,445.00	\$83.33	(\$16,361.67)	\$16,445.00	\$333.32	(\$16,111.68)	\$1,000.00
6730 - On Site Maintenance Labor	\$1,390.48	\$1,820.00	\$429.52	\$5,349.40	\$7,280.00	\$1,930.60	\$21,840.00
6735 - Project Assistance Time / Labor	\$230.44	\$50.00	(\$180.44)	\$550.76	\$200.00	(\$350.76)	\$600.00
6750 - Locks / Keys / Signs	\$19.74	\$41.67	\$21.93	\$19.74	\$166.68	\$146.94	\$500.00
6790 - General Repairs / Maintenance / Materials	\$67.63	\$833.33	\$765.70	(\$504.55)	\$3,333.32	\$3,837.87	\$10,000.00
6910 - Gate System Maintenance	\$0.00	\$333.33	\$333.33	\$243.03	\$1,333.32	\$1,090.29	\$4,000.00

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**4/1/2024 - 4/30/2024**

	4/1/2024 - 4/30/2024			1/1/2024 - 4/30/2024			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6920 - Gate / Transmitter	\$497.83	\$41.67	(\$456.16)	\$497.83	\$166.68	(\$331.15)	\$500.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.67	\$416.67	\$0.00	\$1,666.68	\$1,666.68	\$5,000.00
<b>Total Grounds</b>	<b>\$27,108.26</b>	<b>\$15,319.42</b>	<b>(\$11,788.84)</b>	<b>\$58,491.74</b>	<b>\$61,277.68</b>	<b>\$2,785.94</b>	<b>\$183,833.03</b>
<b>Utilities</b>							
7810 - Electricity - Common Areas	\$1,838.05	\$1,916.67	\$78.62	\$5,689.06	\$7,666.68	\$1,977.62	\$23,000.00
7830 - Utilities - Phone Line	\$0.00	\$283.33	\$283.33	\$415.89	\$1,133.32	\$717.43	\$3,400.00
7840 - Utilities - Telephone	\$375.77	\$141.67	(\$234.10)	\$1,041.48	\$566.68	(\$474.80)	\$1,700.00
7850 - Utilities - Water / Sewer	\$96.41	\$91.67	(\$4.74)	\$379.76	\$366.68	(\$13.08)	\$1,100.00
<b>Total Utilities</b>	<b>\$2,310.23</b>	<b>\$2,433.34</b>	<b>\$123.11</b>	<b>\$7,526.19</b>	<b>\$9,733.36</b>	<b>\$2,207.17</b>	<b>\$29,200.00</b>
<b>Reserves</b>							
8005 - Reserves - Pooled	\$17,591.67	\$17,591.67	\$0.00	\$70,366.64	\$70,366.64	\$0.00	\$211,100.00
<b>Total Reserves</b>	<b>\$17,591.67</b>	<b>\$17,591.67</b>	<b>\$0.00</b>	<b>\$70,366.64</b>	<b>\$70,366.64</b>	<b>\$0.00</b>	<b>\$211,100.00</b>
<b>Total Expense</b>	<b>\$51,443.03</b>	<b>\$41,110.70</b>	<b>(\$10,332.33)</b>	<b>\$155,839.01</b>	<b>\$167,030.76</b>	<b>\$11,191.75</b>	<b>\$498,240.50</b>
Operating Net Income	(\$13,041.53)	\$409.38	(\$13,450.91)	(\$1,473.96)	(\$950.46)	(\$523.50)	\$0.00
Net Income	(\$13,041.53)	\$409.38	(\$13,450.91)	(\$1,473.96)	(\$950.46)	(\$523.50)	\$0.00