

Sunset Lakes Homeowners Association, Inc.

1221 ADMIRALTY BLVD, ROCKLEDGE, FL 32955

Phone: 321-549-0951

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TO: All Sunset Lakes Homeowners
FROM: Board of Directors
SUBJECT: 2024 Budget Approval Meeting
MEETING DATE: Monday, November 13th, 2023, 7:00 PM.
LOCATION: Moose Lodge: 3150 N Courtenay Pkwy, Merritt Island, FL 32953

Minutes

Call to Order: The meeting was called to order at 7:00 PM by Board President Julie Song.

Establish a Quorum of the Board: Quorum was established having five Board Members Present:

President- Julie Song
Vice President- Jim Wagner
Treasurer- Matt Drabeck
Secretary- Tim Bowlin
Director- David Diamond-phone

Proof of Notice: Proof of Noticed confirmed having mailed out the meeting notice 30 days in advance and posted on property in compliance with the Association Governing Documents and Florida Statute.

Approval of October 16, 2023: ***A motion was made to approve the minutes dated October 16th, 2023, by Tim Bowlin. Jim Wagner seconded the motion, and it was carried unanimously.***

Officer Reports

- President: Julie reported the work on front entrance and recognized Darcy and Brent Krebs who volunteered and completed front entry pressure washing prepping the pots for planting.
- Vice President- Jim reported his efforts on securing proposals for the storm drain issues, priority is Sunflower Ct. and Sunset Lakes Dr.
- Secretary- Tim Bowlin reminded new board member to take the board certification course, Jim noted he has completed it and received his certificate.

Old Business: None

Open Forum - Limited to 3 Minutes per member for Agenda items

New Business

- Consideration and approval of the 2024 Budget: Management informed the owners of the direction the Board received from the Association attorney Neil McCulloh from Clayton and McCulloh, allowing the association to “recapture” assessments that were not previously increased due to language in the documents allowing an increase over the maximum allowable assessment. This means the maximum assessment increase was 10% per year starting from the 1st year assessment. The reason behind this was the proposed increases in insurance coverage received before the meeting, which would bring the assessment over the 10% from the prior year. With the information received from the attorney, a new proposed budget was produced which added in the proposed insurance increase as well as reserve and maintenance increases that were removed from the 2024 draft budget in order to keep the increase at 10% from the 2023 approved budget, to appropriately and effectively maintain the association. Management reviewed each line in the proposed budget with the members present. ***A motion was made to approve the 2024 proposed budget with an annual income of 603,143.00 per year by Julie Song. Jim Wagner seconded the motion, and it was carried 4-1- David Diamond opposed.***

Consideration and approval of the 2024 Assessment: A motion was made to approve the annual assessment per home of 1,286.00 to be paid in two installments (Due January 1st and July 1st) by Julie Song. Tim Bowlin seconded the motion, and it was carried 4-1- David Diamond opposed.

A motion was made to include the 2024 approved budget and a letter from the attorney explaining the recapturing of assessments with the January statement by Julie Song. Tim Bowlin seconded the motion, and it was carried unanimously.

Adjournment: A motion was made to adjourn the meeting at 8:36 PM and carried unanimously.

Sunset Lakes Homeowner Association, Inc.
MINUTES
Board of Directors Meeting
SPECIAL MEETING – Voting
Monday, November 13, 2023 - Moose

- A. Meeting Call to order: The meeting was called to order by Julie Song immediately after the Budget meeting concluded
- B. Certification of Quorum for Board Meeting

Present:

X	President	Julie Song
X	Vice President	Jim Wagner
X	Secretary	Tim Bowlin
X	Treasurer	Matt Drabek
X	Director at Large	David Diamond via phone

Additional Attendee:

X	Leland	Brittany Robberecht

Notice of Meeting

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

Julie explained there were three items to vote on as expenditures that could not wait until after the December 18th meeting.

Julie made a motion to accept the bid from Space Coast Landscape & Design in the amount of \$12,000. Jim seconded the motion carried unanimously.

Julie made the motion to accept the price from Uline for two new picnic tables for the Main Park in the amount of \$3,042.44 (reserve expense) Jim seconded the motion carried unanimously.

Julie made a motion to approve up to \$2,000 to remove the bee hive on common property Tim seconded, Julie, Tim, Jim, David voted yay Matt voted nay.

Meeting Adjourned: @ 8:42 pm

Sunset Lakes Homeowner Association, Inc.
MINUTES
Board of Directors Meeting
SPECIAL MEETING – 2024 Budget
Wednesday, November 29, 2023 - ZOOM - 7:00pm

A. Meeting Call to order: The meeting was called to order by Julie Song at 7:02pm

B. Certification of Quorum for Board Meeting

Present:

X	President	Julie Song
X	Vice President	Jim Wagner
X	Secretary	Tim Bowlin
X	Treasurer	Matt Drabek
X	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 along with Agenda

Julie introduced the HOA's attorney Mr. Neal McCulloh and asked Neal to present his opinion on how the board could raise the association assessments to meet the budget reflecting a 47% increase.

Mr. McCulloh presented his case and was dismissed from the meeting.

Discussion of items on the Budget line items

David made a motion to drop the wind insurance coverage, Tim seconded the motion; discussion vote was called Jim, Matt, David yay, Julie, Tim nay. Motion passed by majority.

David made a motion to eliminate the Crime from our insurance policy, Tim seconded the motion – motion was taken down as the Statute dictates, we must carry the insurance.

Jim made a motion to drop the Doggie Doo Doo service for the community, Tim seconded the motion, discussion; vote was called Jim, Matt, Tim, Julie yay, David nay. Motion passed by majority. Julie will contact company to remove equipment.

David made a motion to reduce the cost of postage, copies supplies by \$5000, Tim seconded the motion, discussion vote was called Tim, David yay, Jim, Matt, Julie nay. Motion did not carry.

David made a motion to put a line item in operating into the budget that reflects interest income in the amount of \$10,000, Tim seconded the motion, discussion; Jim abstained, David, Tim, yay, Julie, Matt nay motion did not carry.

Tim made a motion to reduce the line item for the telephone line (wifi) with Spectrum David seconded, discussion, vote was called Tim, David yay, Julie, Matt, nay Jim abstained. Motion did not carry.

Jim Wager made a motion to reinstate the budget that was mailed to the homeowners for the 2024 budget David seconded the motion. Assessment amount will be \$958/homeowner or Annual Income of \$449,302 with using surplus money of \$48,938.50 for a total income of \$498,240.50. Reserve contribution in the amount of \$211,100. Vote was Jim, Tim, Matt, David yay, Julie abstained. Motion carried.

Next meeting to be held on Monday, December 18th 7pm at St. Lukes Church N. Tropical Trail.

Meeting Adjourned: @ 8:56 pm

Sunset Lakes Homeowners Association, Inc.

Balance Sheet

11/30/2023

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$82,416.84
1070 - Operating ICS - Alliance	\$151,620.17

<u>Cash - Operating Total</u>	\$234,037.01
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$72,859.78
1170 - Reserves ICS - Alliance	\$162,378.73

<u>Cash - Reserves Total</u>	\$235,238.51
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$10,491.80
1220 - Allowance for Bad Debt	(\$8,503.77)
1250 - Violation / Fines Receivable	\$9,000.00

<u>Current Assets - Accts Receivable Total</u>	\$10,988.03
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/24	\$4,284.62
1510 - Prepaid Expenses	\$149.97

<u>Current Assets - Other Total</u>	\$4,434.59
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<i>Assets Total</i>		\$484,698.14
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Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$11,758.30
2020 - Prepaid Assessments	\$18,277.44
2060 - Deferred Assessments	\$34,041.52

<u>Liabilities Total</u>	\$64,077.26
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Reserves

3005 - Reserves - Pooled	\$167,210.19
3006 - Spent From Reserves Pooled	(\$29,375.08)
3010 - Reserves - Deferred Maintenance	\$56,093.78
3011 - Spent From Reserves Deferred Maintenance	(\$92,882.40)
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	\$1,595.90

<u>Reserves Total</u>	\$235,238.51
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<u>Retained Earnings</u>	\$167,315.24
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<u>Net Income</u>	\$18,067.13
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<i>Liabilities & Equity Total</i>		\$484,698.14
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Sunset Lakes Homeowners Association, Inc.

Budget Comparison Report

11/1/2023 - 11/30/2023

	11/1/2023 - 11/30/2023			1/1/2023 - 11/30/2023			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Income</u>							
4010 - Assessment Income	\$34,041.60	\$34,041.58	\$0.02	\$374,457.48	\$374,457.38	\$0.10	\$408,499.00
4025 - Prior Year Surplus	\$0.00	\$4,695.00	(\$4,695.00)	\$0.00	\$51,645.00	(\$51,645.00)	\$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	\$0.00	\$0.00	\$0.00	\$2,675.00	\$0.00	\$2,675.00	\$0.00
4070 - Interest on Delinquent Balance	\$62.44	\$0.00	\$62.44	\$983.73	\$0.00	\$983.73	\$0.00
4180 - Interest on Operating Acct	\$469.14	\$0.00	\$469.14	\$1,337.85	\$0.00	\$1,337.85	\$0.00
4190 - Interest on Reserve Acct	\$513.12	\$0.00	\$513.12	\$1,595.90	\$0.00	\$1,595.90	\$0.00
4200 - Allocate Reserve Interest	(\$513.12)	\$0.00	(\$513.12)	(\$1,595.90)	\$0.00	(\$1,595.90)	\$0.00
4380 - Gate Remote Income	\$314.00	\$0.00	\$314.00	\$625.00	\$0.00	\$625.00	\$0.00
<u>Total Income</u>	\$34,887.18	\$38,736.58	(\$3,849.40)	\$381,579.06	\$426,102.38	(\$44,523.32)	\$464,838.97
Total Income	\$34,887.18	\$38,736.58	(\$3,849.40)	\$381,579.06	\$426,102.38	(\$44,523.32)	\$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	\$70.00	\$1,250.00	\$1,180.00	\$638.01	\$13,750.00	\$13,111.99	\$15,000.00
6050 - Other Professional Services	\$675.00	\$208.33	(\$466.67)	\$675.00	\$2,291.63	\$1,616.63	\$2,500.00
6060 - Compliance Fees	\$0.00	\$250.00	\$250.00	\$0.00	\$1,250.00	\$1,250.00	\$1,500.00
6080 - Bank Fees / Coupon Books	\$0.00	\$0.00	\$0.00	\$1,876.00	\$1,876.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$1,144.14	\$1,250.00	\$105.86	\$5,352.68	\$13,750.00	\$8,397.32	\$15,000.00
6110 - Insurance	\$886.26	\$916.67	\$30.41	\$9,579.96	\$10,083.37	\$503.41	\$11,000.00
6160 - Management Fees	\$1,900.00	\$1,900.00	\$0.00	\$20,900.00	\$20,900.00	\$0.00	\$22,800.00
6170 - Website	\$0.00	\$125.00	\$125.00	\$62.33	\$1,375.00	\$1,312.67	\$1,500.00
6180 - Meeting Room Rental	\$0.00	\$16.67	\$16.67	\$0.00	\$183.37	\$183.37	\$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	\$1,100.00	\$1,100.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$239.88	\$25.00	(\$214.88)	\$558.01	\$275.00	(\$283.01)	\$300.00
6310 - Federal Income Tax	\$0.00	\$41.67	\$41.67	\$0.00	\$458.37	\$458.37	\$500.00
6320 - Property Tax	\$1,037.43	\$100.00	(\$937.43)	\$1,037.43	\$1,100.00	\$62.57	\$1,200.00
<u>Total General & Administrative</u>	\$6,052.71	\$6,183.34	\$130.63	\$43,490.67	\$71,828.99	\$28,338.32	\$78,012.25
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,500.00	\$6,489.00	(\$11.00)	\$71,100.00	\$71,379.00	\$279.00	\$77,868.00
6530 - Mulch / Sod	\$12,000.00	\$1,333.33	(\$10,666.67)	\$12,012.74	\$14,666.63	\$2,653.89	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$13,839.32	\$2,916.67	(\$10,922.65)	\$28,484.32	\$32,083.37	\$3,599.05	\$35,000.00
6560 - Landscaping Replacement / Enhancement	\$370.00	\$166.67	(\$203.33)	\$766.07	\$1,833.37	\$1,067.30	\$2,000.00
6570 - Fertilization and Chemicals	\$1,088.00	\$885.83	(\$202.17)	\$9,633.00	\$9,744.13	\$111.13	\$10,630.00
6610 - Irrigation - Repairs / Maintenance	\$0.00	\$250.00	\$250.00	\$3,505.00	\$2,750.00	(\$755.00)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,284.61	\$1,309.56	\$24.95	\$14,018.38	\$14,405.16	\$386.78	\$15,714.72
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$208.33	\$208.33	\$0.00	\$2,291.63	\$2,291.63	\$2,500.00
6730 - On Site Maintenance Labor	\$1,077.30	\$1,755.00	\$677.70	\$11,925.09	\$19,305.00	\$7,379.91	\$21,060.00
6735 - Project Assistance Time / Labor	\$57.78	\$225.00	\$167.22	\$57.78	\$1,125.00	\$1,067.22	\$1,350.00
6750 - Locks / Keys / Signs	\$2.46	\$83.33	\$80.87	\$294.58	\$916.63	\$622.05	\$1,000.00
6770 - Doggie Station Services	\$385.00	\$333.67	(\$51.33)	\$3,626.00	\$3,670.37	\$44.37	\$4,004.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
11/1/2023 - 11/30/2023

	11/1/2023 - 11/30/2023			1/1/2023 - 11/30/2023			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6790 - General Repairs / Maintenance / Materials	\$697.04	\$833.33	\$136.29	\$5,130.27	\$9,166.63	\$4,036.36	\$10,000.00
6910 - Gate System Maintenance	\$0.00	\$0.00	\$0.00	\$2,182.03	\$2,500.00	\$317.97	\$2,500.00
6920 - Gate / Transmitter	\$79.50	\$83.33	\$3.83	\$318.91	\$916.63	\$597.72	\$1,000.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$11,000.00	\$11,000.00	\$12,000.00
Total Grounds	\$37,381.01	\$17,873.05	(\$19,507.96)	\$163,054.17	\$197,753.55	\$34,699.38	\$215,626.72
Utilities							
7810 - Electricity - Common Areas	\$1,993.03	\$1,591.67	(\$401.36)	\$20,146.47	\$17,508.37	(\$2,638.10)	\$19,100.00
7830 - Utilities - Phone Line	\$137.96	\$325.00	\$187.04	\$2,307.41	\$3,575.00	\$1,267.59	\$3,900.00
7840 - Utilities - Telephone	\$385.77	\$583.33	\$197.56	\$1,800.95	\$2,916.65	\$1,115.70	\$3,500.00
7850 - Utilities - Water / Sewer	\$94.77	\$83.33	(\$11.44)	\$987.26	\$916.63	(\$70.63)	\$1,000.00
Total Utilities	\$2,611.53	\$2,583.33	(\$28.20)	\$25,242.09	\$24,916.65	(\$325.44)	\$27,500.00
Reserves							
8005 - Reserves - Pooled	\$11,975.00	\$11,975.00	\$0.00	\$131,725.00	\$131,725.00	\$0.00	\$143,700.00
Total Reserves	\$11,975.00	\$11,975.00	\$0.00	\$131,725.00	\$131,725.00	\$0.00	\$143,700.00
Total Expense	\$58,020.25	\$38,614.72	(\$19,405.53)	\$363,511.93	\$426,224.19	\$62,712.26	\$464,838.97
Operating Net Income	(\$23,133.07)	\$121.86	(\$23,254.93)	\$18,067.13	(\$121.81)	\$18,188.94	\$0.00
Net Income	(\$23,133.07)	\$121.86	(\$23,254.93)	\$18,067.13	(\$121.81)	\$18,188.94	\$0.00