

Sunset Lakes Homeowner Association, Inc.
MEETING MINUTES

2023 Budget and BOD Meeting
Moose Lodge

3150 N. Courtenay Drive, Merritt Island, FL 32953
Tuesday, November 22, 2022 at 7:00 pm

A. Call to order Time: 7:06 pm

B. Certification of quorum for regular board meeting

| | | |
|---------|-------------------|---------------|
| Present | | |
| X | President | Ron Davis |
| X | Vice President | David Diamond |
| X | Secretary | Matt Drabek |
| X | Treasurer | Julie Song |
| | Director at Large | Tim Bowlin |

Additional Attendees

| | | |
|---|-------------------|---------------------|
| X | Leland Management | Brittany Robberecht |
|---|-------------------|---------------------|

C. Pledge of Allegiance

D. Notice of Meeting

a. Posted at the entrance community boards and on the SLHOA.com website

E. Prior Meeting Minutes Disposition

a. Ron moved to approve draft October 17, 2022 BOD meeting minutes. Julie seconded.
All in favor, motion adopted.

F. Unfinished Business

G. New Business

a. Removal of dead palm trees

David moved to approve the Quick Clips quote of \$1,300 to remove eight dead/dying palm trees and grinding to ground level and purchase three River Birch trees as a replacement not to exceed \$1,000.00. David seconded.

David, Julie, Ron – yea
Matt – nay

Motion adopted.

Mulch Refresh

Ron moved to approve Top Notch to lay mulch across common areas 1.5 to 4 inches for \$6,600. David seconds. Motion adopted.

b. Sunset Lakes and Island Estates Home Rental Process

Ron moved to approve the Sunset Lakes and Island Estates Home Rental Process. Julie seconded. After discussion, Ron rescinded the motion in order to confer with the Association attorney regarding the Association enforcing Brevard County ordinances that are not stated in the governing documents as a violation.

c. Proposed 2023 Budget

Julie moved to approve the 2023 budget with the income and expense equal to \$464,838.97 which includes \$56,339.97 prior year surplus. Seconded by Ron. All in favor, motion adopted.

Julie moved to approve the Annual Assessments of \$871.00 per home, due in two installments, one on January 1st and the other on July 1st of 2023. Seconded by Ron. All in favor, motion adopted.

Julie moved to increase the Leland Management Fee to \$1,900 per month. Seconded by Ron. All in favor, motion adopted.

H. Next Meeting: Monday, January 16, 2023 at 6:30 pm via Zoom

I. Adjourn Meeting: 8:32 pm

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
10/31/2022

Assets

Cash - Operating

| | |
|-------------------------------------|--------------|
| 1001 - Operating Account - Alliance | \$107,234.18 |
| 1070 - Operating ICS - Alliance | \$150,233.30 |

| | |
|-------------------------------|--------------|
| <u>Cash - Operating Total</u> | \$257,467.48 |
|-------------------------------|--------------|

Cash - Reserves

| | |
|--|--------------|
| 1100 - Reserve Money Market - Alliance | \$12,590.54 |
| 1170 - Reserves ICS - Alliance | \$250,706.88 |

| | |
|------------------------------|--------------|
| <u>Cash - Reserves Total</u> | \$263,297.42 |
|------------------------------|--------------|

Current Assets - Accts Receivable

| | |
|-------------------------------------|---------------|
| 1210 - Assessment Receivable | \$14,972.39 |
| 1220 - Allowance for Bad Debt | (\$16,429.59) |
| 1250 - Violation / Fines Receivable | \$9,320.00 |

| | |
|--|------------|
| <u>Current Assets - Accts Receivable Total</u> | \$7,862.80 |
|--|------------|

Current Assets - Other

| | |
|-------------------------|------------|
| 1510 - Prepaid Expenses | \$9,201.00 |
|-------------------------|------------|

| | |
|-------------------------------------|------------|
| <u>Current Assets - Other Total</u> | \$9,201.00 |
|-------------------------------------|------------|

| | | |
|---------------------|--|--------------|
| <i>Assets Total</i> | | \$537,828.70 |
|---------------------|--|--------------|

Liabilities and Equity

Liabilities

| | |
|-----------------------------|-------------|
| 2010 - Accounts Payable | \$15,341.46 |
| 2020 - Prepaid Assessments | \$15,200.92 |
| 2030 - Accrued Expenses | \$420.00 |
| 2060 - Deferred Assessments | \$61,908.00 |

| | |
|--------------------------|-------------|
| <u>Liabilities Total</u> | \$92,870.38 |
|--------------------------|-------------|

Reserves

| | |
|--|----------------|
| 3005 - Reserves - Pooled | \$106,583.30 |
| 3006 - Spent From Reserves Pooled | (\$79,567.18) |
| 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 |
| 3041 - Spent From 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 | (\$12,500.00) |
| 3080 - Reserves - Entrance Sign | \$18,364.70 |
| 3399 - Interest on Reserve Acct | \$795.24 |

| | |
|-----------------------|--------------|
| <u>Reserves Total</u> | \$263,297.42 |
|-----------------------|--------------|

Sunset Lakes Homeowners Association, Inc.

Balance Sheet

10/31/2022

| | |
|---------------------------------------|---------------|
| <u>Retained Earnings</u> | \$193,184.70 |
| <u>Net Income</u> | (\$11,523.80) |
| <i>Liabilities & Equity Total</i> | \$537,828.70 |

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
10/1/2022 - 10/31/2022

| | 10/1/2022 - 10/31/2022 | | | 1/1/2022 - 10/31/2022 | | | Annual Budget |
|--|------------------------|-------------|--------------|-----------------------|--------------|---------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Income | | | | | | | |
| <u>Income</u> | | | | | | | |
| 4010 - Assessment Income | \$30,954.00 | \$30,954.00 | \$0.00 | \$309,540.00 | \$309,540.00 | \$0.00 | \$371,448.00 |
| 4025 - Prior Year Surplus | \$0.00 | \$4,636.98 | (\$4,636.98) | \$0.00 | \$46,369.80 | (\$46,369.80) | \$55,643.80 |
| 4050 - Violation / Fine Income | \$0.00 | \$0.00 | \$0.00 | \$5,195.00 | \$0.00 | \$5,195.00 | \$0.00 |
| 4060 - Late Fee Income | \$0.00 | \$0.00 | \$0.00 | \$2,650.00 | \$0.00 | \$2,650.00 | \$0.00 |
| 4070 - Interest on Delinquent Balance | \$133.17 | \$0.00 | \$133.17 | \$2,894.93 | \$0.00 | \$2,894.93 | \$0.00 |
| 4180 - Interest on Operating Acct | \$45.42 | \$0.00 | \$45.42 | \$262.45 | \$0.00 | \$262.45 | \$0.00 |
| 4190 - Interest on Reserve Acct | \$96.61 | \$0.00 | \$96.61 | \$795.24 | \$0.00 | \$795.24 | \$0.00 |
| 4200 - Allocate Reserve Interest | (\$96.61) | \$0.00 | (\$96.61) | (\$795.24) | \$0.00 | (\$795.24) | \$0.00 |
| 4380 - Gate Remote Income | \$0.00 | \$0.00 | \$0.00 | \$1,180.00 | \$0.00 | \$1,180.00 | \$0.00 |
| <u>Total Income</u> | \$31,132.59 | \$35,590.98 | (\$4,458.39) | \$321,722.38 | \$355,909.80 | (\$34,187.42) | \$427,091.80 |
| Total Income | \$31,132.59 | \$35,590.98 | (\$4,458.39) | \$321,722.38 | \$355,909.80 | (\$34,187.42) | \$427,091.80 |
| Expense | | | | | | | |
| <u>General & Administrative</u> | | | | | | | |
| 6020 - Accounting Fees / Tax Preparation | \$0.00 | \$0.00 | \$0.00 | \$5,850.00 | \$5,850.00 | \$0.00 | \$5,850.00 |
| 6040 - Legal Fees | \$0.00 | \$1,666.67 | \$1,666.67 | \$9,708.36 | \$16,666.70 | \$6,958.34 | \$20,000.00 |
| 6050 - Other Professional Services | \$0.00 | \$416.67 | \$416.67 | \$696.00 | \$4,166.70 | \$3,470.70 | \$5,000.00 |
| 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 | \$0.00 | \$833.33 | \$833.33 | \$7,444.60 | \$8,333.30 | \$888.70 | \$10,000.00 |
| 6110 - Insurance | \$831.81 | \$666.75 | (\$165.06) | \$8,317.47 | \$6,667.50 | (\$1,649.97) | \$8,001.00 |
| 6160 - Management Fees | \$1,876.00 | \$1,927.50 | \$51.50 | \$18,760.00 | \$19,275.00 | \$515.00 | \$23,130.00 |
| 6170 - Website | \$0.00 | \$108.33 | \$108.33 | \$783.79 | \$1,083.30 | \$299.51 | \$1,300.00 |
| 6180 - Meeting Room Rental | \$0.00 | \$33.33 | \$33.33 | \$52.00 | \$333.30 | \$281.30 | \$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 | \$250.00 | \$250.00 | \$300.00 |
| 6240 - Bad Debt | \$200.00 | \$200.00 | \$0.00 | \$2,000.00 | \$2,000.00 | \$0.00 | \$2,400.00 |
| 6250 - HOA Supplies | \$0.00 | \$50.00 | \$50.00 | \$69.66 | \$500.00 | \$430.34 | \$600.00 |
| 6310 - Federal Income Tax | \$0.00 | \$41.67 | \$41.67 | \$0.00 | \$416.70 | \$416.70 | \$500.00 |
| 6320 - Property Tax | \$0.00 | \$100.00 | \$100.00 | \$0.00 | \$1,000.00 | \$1,000.00 | \$1,200.00 |
| <u>Total General & Administrative</u> | \$2,907.81 | \$6,069.25 | \$3,161.44 | \$55,619.13 | \$68,479.75 | \$12,860.62 | \$80,618.25 |
| <u>Grounds</u> | | | | | | | |
| 6510 - Grounds Maintenance | \$6,300.00 | \$6,300.00 | \$0.00 | \$62,400.00 | \$63,000.00 | \$600.00 | \$75,600.00 |
| 6530 - Mulch / Sod | \$0.00 | \$1,333.33 | \$1,333.33 | \$7,193.47 | \$13,333.30 | \$6,139.83 | \$16,000.00 |
| 6550 - Tree Trim / Removal / Replacement | \$0.00 | \$2,025.00 | \$2,025.00 | \$15,986.00 | \$20,250.00 | \$4,264.00 | \$24,300.00 |
| 6560 - Landscaping Replacement / Enhancement | \$0.00 | \$166.67 | \$166.67 | \$1,511.83 | \$1,666.70 | \$154.87 | \$2,000.00 |
| 6570 - Fertilization and Chemicals | \$153.00 | \$817.50 | \$664.50 | \$7,979.00 | \$8,175.00 | \$196.00 | \$9,810.00 |
| 6610 - Irrigation - Repairs / Maintenance | \$1,055.00 | \$250.00 | (\$805.00) | \$4,174.18 | \$2,500.00 | (\$1,674.18) | \$3,000.00 |
| 6630 - Lakes / Ponds / Waterways | \$1,247.19 | \$1,187.80 | (\$59.39) | \$12,646.93 | \$11,878.00 | (\$768.93) | \$14,253.55 |
| 6720 - Stormwater Repairs | \$0.00 | \$208.33 | \$208.33 | \$17.59 | \$2,083.30 | \$2,065.71 | \$2,500.00 |
| 6730 - On Site Maintenance | \$907.75 | \$2,166.67 | \$1,258.92 | \$19,081.66 | \$21,666.70 | \$2,585.04 | \$26,000.00 |
| 6750 - Locks / Keys / Signs | \$128.40 | \$225.00 | \$96.60 | \$2,807.01 | \$2,250.00 | (\$557.01) | \$2,700.00 |
| 6770 - Doggie Station Services | \$308.00 | \$238.33 | (\$69.67) | \$3,311.00 | \$2,383.30 | (\$927.70) | \$2,860.00 |
| 6790 - General Repairs / Maintenance | \$0.00 | \$791.67 | \$791.67 | \$8,740.77 | \$7,916.70 | (\$824.07) | \$9,500.00 |
| 6910 - Entrance / Gates | \$310.50 | \$625.00 | \$314.50 | \$4,746.25 | \$6,250.00 | \$1,503.75 | \$7,500.00 |

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
10/1/2022 - 10/31/2022

| | 10/1/2022 - 10/31/2022 | | | 1/1/2022 - 10/31/2022 | | | Annual Budget |
|---------------------------------------|------------------------|--------------------|-------------------|-----------------------|---------------------|--------------------|---------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| 6920 - Gate / Transmitter | \$196.31 | \$16.67 | (\$179.64) | \$1,358.16 | \$166.70 | (\$1,191.46) | \$200.00 |
| 6930 - Sidewalk Repairs / Maintenance | \$0.00 | \$0.00 | \$0.00 | \$101.62 | \$0.00 | (\$101.62) | \$0.00 |
| <u>Total Grounds</u> | \$10,606.15 | \$16,351.97 | \$5,745.82 | \$152,055.47 | \$163,519.70 | \$11,464.23 | \$196,223.55 |
| <u>Utilities</u> | | | | | | | |
| 7810 - Electricity - Common Areas | \$1,519.13 | \$1,470.83 | (\$48.30) | \$15,101.07 | \$14,708.30 | (\$392.77) | \$17,650.00 |
| 7830 - Utilities - Spectrum | \$307.93 | \$308.33 | \$0.40 | \$3,059.30 | \$3,083.30 | \$24.00 | \$3,700.00 |
| 7850 - Utilities - Water / Sewer | \$84.28 | \$83.33 | (\$0.95) | \$827.91 | \$833.30 | \$5.39 | \$1,000.00 |
| <u>Total Utilities</u> | \$1,911.34 | \$1,862.49 | (\$48.85) | \$18,988.28 | \$18,624.90 | (\$363.38) | \$22,350.00 |
| <u>Reserves</u> | | | | | | | |
| 8005 - Reserves - Pooled | \$10,658.33 | \$10,658.33 | \$0.00 | \$106,583.30 | \$106,583.30 | \$0.00 | \$127,900.00 |
| <u>Total Reserves</u> | \$10,658.33 | \$10,658.33 | \$0.00 | \$106,583.30 | \$106,583.30 | \$0.00 | \$127,900.00 |
| Total Expense | \$26,083.63 | \$34,942.04 | \$8,858.41 | \$333,246.18 | \$357,207.65 | \$23,961.47 | \$427,091.80 |
| Operating Net Income | \$5,048.96 | \$648.94 | \$4,400.02 | (\$11,523.80) | (\$1,297.85) | (\$10,225.95) | \$0.00 |
| Net Income | \$5,048.96 | \$648.94 | \$4,400.02 | (\$11,523.80) | (\$1,297.85) | (\$10,225.95) | \$0.00 |