

Sunset Lakes Homeowner Association, Inc.
MINUTES
Board of Directors Meeting
St. Lukes Episcopal Church – 5555 N. Tropical Trail, Merritt Island, FL
Monday, October 16, 2023, 2023 @ 7:00pm

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

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:

	Leland	Brittany Robberecht

Notice of Meeting

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

Prior Meeting Minutes Disposition

- Julie made a motion to adopt the minutes from the September 21, 2023, meeting. Jim seconded motion passed unanimously
- Matt wanted financial vote to be held in November, as the board just received the financial report today 10/16/2023 no vote.

Reports from Officers:

President – Will fill in with Property Manager’s report

Vice President – Jim discussed what he is working on with the storm drain system and meetings he has had with various companies

Secretary – Tim went and looked at Killarney and called Atlantic and they want to bid will pass along information to Brittany to contact. Tim also talked to Carlos with the landscaping to make sure he is mowing the sidewalk area in IE to make sure it doesn’t encroach onto the side walk

Treasurer – Nothing to Report

Director at Large – Storm drains

Unfinished Business

Storm Water Drain Repair – Jim is heading this project. Waiting on 3 bids from companies that have been out to the property last week

Gates – Working as of 10/13 and old system will be shut down on 10/30

Halloween – David does not want IE gates opened. Board will have Sunset Lakes gates opened until 9pm

Front Enhancements – after Halloween will post on social media and website to get volunteers to plant flowers at the entrance of Sunset Lakes and IE wants their pots planted too

Leland Contract - remains on unfinished Julie will send the Schedule B to the Board members along with a copy of the current contract and Jim and Julie will meet with Brittany in the near future

Selling of approximately 6 pieces of land inside Sunset Lakes – David will contact Brittany to discuss how to go about this and what parcels could be sold off. Selling would bring money in, would also cut the amount of common area to maintain and add additional assessment money to the HOA.

New Business

Julie made a motion to the one-time waiver of late fees and interest for the following addresses per the owner's requests Acct # 168703820, 1687036701, 1387039701, 1387026201, 168702540, 1387028211, 168702650. David Seconded motion passed unanimously.

Julie made a motion to the one-time waiver of the late fee and interest for Acct # 1687033301 (only one for January 2023 late fee and interest) with the stipulation the homeowner pays \$871 (2023 assessment) within 30 days and makes monthly payments to pay off debt no later than 12 months. Stipulation in the agreement is if the homeowner falls behind in any future assessments; all monies become due and payable immediately. Jim seconded motion; motion passed unanimously

Julie made a motion to accept the Engagement letter with Cole & Associates to Review 2023 Financials and file 2023 taxes, Matt seconded motion and motion passed unanimously.

David made a motion to move our money to an account which would pay 4% interest or higher, Tim seconded it. David, Tim Yay – Julie, Jim, Matt nay – motion did not pass.

David made a motion to reinstate the Parking Resolution of September 22, 2014, Matt Seconded it, Jim, Matt, David Yay, Tim, Julie Nay – motion passed. Julie will discuss with Brittany how to enforce this resolution.

David made a motion of taking the \$165K of insured property out of our insurance to lower our premium and reduce cost. No second, motion failed.

Next Meeting will be held at the Moose, November 13, 2023 at 7pm. Budget meeting

Meeting Adjourned: @ 8:09 pm

Sunset Lakes Homeowner Association, Inc.
MINUTES
Board of Directors Meeting
SPECIAL MEETING – On Street Parking
Monday, October 30, 2023 - ZOOM - 7:00pm

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

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:

	Leland	Brittany Robberecht

Notice of Meeting

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

Welcomed homeowners joining via ZOOM. The only item on the agenda was the matter of On Street Parking; no other matter would be discussed at the meeting.

Julie made a motion to rescind the Resolution voted reinstated on Monday, October 16th. David seconded the motion, motion carried unanimously.

Each board member gave their perspective of the issue of the on-street parking. The Board heard from homeowners that purchased their homes and were told on street parking was allowed. Julie explained that was not true as the C&Rs state no parking on the street for extended period of time. The issue was that extended period of time was left to interpretation of the meaning.

The Board was asking for input from the community on what/how we can enforce any restrictions so the board can adopt a resolution that can be enforced equally to all homeowners.

Issues below as discussed by homeowners and the Board.

Parking on the streets seem to be a bigger problem on Sunset Lakes Drive, as well as the curves on Limerick and Tipperary

Dangerous for so many cars on the street and children running in between – accident waiting to happen

Parking of cars for months in the same spot on the street, when the home has opened place in the drive way

Cars parked in the street without valid tag

Cars not parked with flow of traffic

Towing cars and not realizing families have more cars than parking spots

Homes not utilizing the garages for cars

Ideas to resolve issue

All cars should be parked with the flow of traffic

Paint the no parking zones – Curves on Limerick & Tipperary and other streets where this is an issue as well as 60' from stop signs and/or intersections

Parking tags for cars to park in the park over night

Tow any car parked on the street over night

Allow homes with more cars than parking spots to purchase up to two (2) on street parking permits

Open some of the areas that are now restricted at the end of streets, etc. for parking

Issue violations to homeowners first before towing

Have a “neighborhood watch” that would tag cars that were parked on the street with a warning before towing

The board will be discussing the on-street parking in the December meeting. In the mean time the Board will draft of a resolution regarding the matter to present to the homeowners and the board will vote on what would be enforceable and equal to all homeowners of Sunset Lakes and Island Estates.

Meeting Adjourned: @ 8:20 pm

Sunset Lakes Homeowners Association, Inc.

Balance Sheet

10/31/2023

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$135,573.38
1070 - Operating ICS - Alliance	\$151,153.60

<u>Cash - Operating Total</u>	\$286,726.98
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$61,696.34
1170 - Reserves ICS - Alliance	\$161,879.05

<u>Cash - Reserves Total</u>	\$223,575.39
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$9,911.94
1220 - Allowance for Bad Debt	(\$8,403.77)
1250 - Violation / Fines Receivable	\$9,000.00

<u>Current Assets - Accts Receivable Total</u>	\$10,508.17
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11/23	\$886.26
1510 - Prepaid Expenses	\$149.97

<u>Current Assets - Other Total</u>	\$1,036.23
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<i>Assets Total</i>		\$521,846.77
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Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$4,859.16
2020 - Prepaid Assessments	\$16,813.66
2060 - Deferred Assessments	\$68,083.12

<u>Liabilities Total</u>	\$89,755.94
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Reserves

3005 - Reserves - Pooled	\$155,235.19
3006 - Spent From Reserves Pooled	(\$28,550.08)
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	\$1,082.78

<u>Reserves Total</u>	\$223,575.39
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<u>Retained Earnings</u>	\$167,315.24
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<u>Net Income</u>	\$41,200.20
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<i>Liabilities & Equity Total</i>		\$521,846.77
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Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
10/1/2023 - 10/31/2023

	10/1/2023 - 10/31/2023			1/1/2023 - 10/31/2023			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
<u>Income</u>							
4010 - Assessment Income	\$34,041.60	\$34,041.58	\$0.02	\$340,415.88	\$340,415.80	\$0.08	\$408,499.00
4025 - Prior Year Surplus	\$0.00	\$4,695.00	(\$4,695.00)	\$0.00	\$46,950.00	(\$46,950.00)	\$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	\$65.45	\$0.00	\$65.45	\$921.29	\$0.00	\$921.29	\$0.00
4180 - Interest on Operating Acct	\$441.79	\$0.00	\$441.79	\$868.71	\$0.00	\$868.71	\$0.00
4190 - Interest on Reserve Acct	\$480.76	\$0.00	\$480.76	\$1,082.78	\$0.00	\$1,082.78	\$0.00
4200 - Allocate Reserve Interest	(\$480.76)	\$0.00	(\$480.76)	(\$1,082.78)	\$0.00	(\$1,082.78)	\$0.00
4380 - Gate Remote Income	\$0.00	\$0.00	\$0.00	\$311.00	\$0.00	\$311.00	\$0.00
Total Income	\$34,548.84	\$38,736.58	(\$4,187.74)	\$346,691.88	\$387,365.80	(\$40,673.92)	\$464,838.97
Total Income	\$34,548.84	\$38,736.58	(\$4,187.74)	\$346,691.88	\$387,365.80	(\$40,673.92)	\$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	\$0.00	\$1,250.00	\$1,250.00	\$568.01	\$12,500.00	\$11,931.99	\$15,000.00
6050 - Other Professional Services	\$0.00	\$208.33	\$208.33	\$0.00	\$2,083.30	\$2,083.30	\$2,500.00
6060 - Compliance Fees	\$0.00	\$250.00	\$250.00	\$0.00	\$1,000.00	\$1,000.00	\$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	\$199.85	\$1,250.00	\$1,050.15	\$4,208.54	\$12,500.00	\$8,291.46	\$15,000.00
6110 - Insurance	\$886.20	\$916.67	\$30.47	\$8,693.70	\$9,166.70	\$473.00	\$11,000.00
6160 - Management Fees	\$1,900.00	\$1,900.00	\$0.00	\$19,000.00	\$19,000.00	\$0.00	\$22,800.00
6170 - Website	\$0.00	\$125.00	\$125.00	\$62.33	\$1,250.00	\$1,187.67	\$1,500.00
6180 - Meeting Room Rental	\$0.00	\$16.67	\$16.67	\$0.00	\$166.70	\$166.70	\$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	\$1,000.00	\$1,000.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$25.00	\$25.00	\$318.13	\$250.00	(\$68.13)	\$300.00
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
Total General & Administrative	\$3,086.05	\$6,183.34	\$3,097.29	\$37,437.96	\$65,645.65	\$28,207.69	\$78,012.25
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,500.00	\$6,489.00	(\$11.00)	\$64,600.00	\$64,890.00	\$290.00	\$77,868.00
6530 - Mulch / Sod	\$0.00	\$1,333.33	\$1,333.33	\$12.74	\$13,333.30	\$13,320.56	\$16,000.00
6550 - Tree Trim / Removal / Replacement	\$0.00	\$2,916.67	\$2,916.67	\$14,645.00	\$29,166.70	\$14,521.70	\$35,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$166.67	\$166.67	\$396.07	\$1,666.70	\$1,270.63	\$2,000.00
6570 - Fertilization and Chemicals	\$0.00	\$885.83	\$885.83	\$8,545.00	\$8,858.30	\$313.30	\$10,630.00
6610 - Irrigation - Repairs / Maintenance	\$570.00	\$250.00	(\$320.00)	\$3,505.00	\$2,500.00	(\$1,005.00)	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,284.61	\$1,309.56	\$24.95	\$12,733.77	\$13,095.60	\$361.83	\$15,714.72
6690 - Wall / Fence - Repairs / Maintenance	(\$825.00)	\$0.00	\$825.00	\$0.00	\$0.00	\$0.00	\$0.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$208.33	\$208.33	\$0.00	\$2,083.30	\$2,083.30	\$2,500.00
6730 - On Site Maintenance Labor	\$1,790.64	\$1,755.00	(\$35.64)	\$10,847.79	\$17,550.00	\$6,702.21	\$21,060.00
6735 - Project Assistance Time / Labor	\$0.00	\$225.00	\$225.00	\$0.00	\$900.00	\$900.00	\$1,350.00
6750 - Locks / Keys / Signs	\$0.00	\$83.33	\$83.33	\$292.12	\$833.30	\$541.18	\$1,000.00
6770 - Doggie Station Services	\$658.00	\$333.67	(\$324.33)	\$3,241.00	\$3,336.70	\$95.70	\$4,004.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
10/1/2023 - 10/31/2023

	10/1/2023 - 10/31/2023			1/1/2023 - 10/31/2023			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6790 - General Repairs / Maintenance / Materials	(\$70.93)	\$833.33	\$904.26	\$4,433.23	\$8,333.30	\$3,900.07	\$10,000.00
6910 - Gate System Maintenance	\$700.00	\$0.00	(\$700.00)	\$2,182.03	\$2,500.00	\$317.97	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$83.33	\$83.33	\$239.41	\$833.30	\$593.89	\$1,000.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$10,000.00	\$10,000.00	\$12,000.00
Total Grounds	\$10,607.32	\$17,873.05	\$7,265.73	\$125,673.16	\$179,880.50	\$54,207.34	\$215,626.72
Utilities							
7810 - Electricity - Common Areas	\$1,672.81	\$1,591.67	(\$81.14)	\$18,153.44	\$15,916.70	(\$2,236.74)	\$19,100.00
7830 - Utilities - Phone Line	\$137.96	\$325.00	\$187.04	\$2,169.45	\$3,250.00	\$1,080.55	\$3,900.00
7840 - Utilities - Telephone	\$129.97	\$583.33	\$453.36	\$1,415.18	\$2,333.32	\$918.14	\$3,500.00
7850 - Utilities - Water / Sewer	\$90.53	\$83.33	(\$7.20)	\$892.49	\$833.30	(\$59.19)	\$1,000.00
Total Utilities	\$2,031.27	\$2,583.33	\$552.06	\$22,630.56	\$22,333.32	(\$297.24)	\$27,500.00
Reserves							
8005 - Reserves - Pooled	\$11,975.00	\$11,975.00	\$0.00	\$119,750.00	\$119,750.00	\$0.00	\$143,700.00
Total Reserves	\$11,975.00	\$11,975.00	\$0.00	\$119,750.00	\$119,750.00	\$0.00	\$143,700.00
Total Expense	\$27,699.64	\$38,614.72	\$10,915.08	\$305,491.68	\$387,609.47	\$82,117.79	\$464,838.97
Operating Net Income	\$6,849.20	\$121.86	\$6,727.34	\$41,200.20	(\$243.67)	\$41,443.87	\$0.00
Net Income	\$6,849.20	\$121.86	\$6,727.34	\$41,200.20	(\$243.67)	\$41,443.87	\$0.00