

# Sunset Lakes Homeowner Association, Inc.

## MINUTES

Board of Directors Regular Meeting  
Hobbs Pharmacy

133 N. Banana River Drive, Merritt Island, FL 32952

**Monday, September 21, 2020 at 6:00 pm**

### A. Certification of Quorum for regular board meeting

Present		
X	President	Ron Davis
X	Vice President	Dave Chaney
X	Secretary	Lee Tibbitts
X	Treasurer	Julie Song
X	Director at Large	Tim Bowlin
X	APM Property Manager	Frank Bradley
X	ARC	Jim Wagner
	Standing Committees	Sharon Cofield (Compliance) Jim Wagner (Security)

### B. Pledge of Allegiance

### C. Notice of Meeting

Posted at the entrance community boards and posted on SLHOA.com website. Meeting room in person attendance limited to BOD, Property Manager, committee members and limited members; dial in provided for homeowners.

### D. Prior Meeting Minutes Disposition

Ron motioned to approve the minutes from August 17, 2020, Lee second, all in favor, motion adopted.

### E. Reports from Officers

#### President

1. Ron stated final draft of the Rules & Guidelines ready to send to attorney. Review by attorney has three options based on the level of review:
  - Option 1 would cost \$10,000 - \$12,000 that includes a complete search of all Association documents that have been recorded with the County and a detailed review of all documents with recommendations.
  - Option 2 limited to specific documents and not a full review (no cost estimate)
  - Option 3 Documentation Organization Service that would review existing documents focusing on 40-50 areas that HOAs typically run into problems with. Cost \$4,000 - \$5000. Ron motioned for option 3, Dave second, all in favor, motion adopted.

#### Vice President

1. No report

#### Secretary

1. No report

#### Treasurer

1. Julie has copies of all agreements with the HOA except for the dog stations
2. Accounts receivable now at \$20,000. Budget Committee to meet and work on 2021 budget
3. Lee, April and Julie are on the Budget Committee
4. Full audit to be done for 2020
5. Julie suggested sending a bi-annual update letter to owners to keep owners informed of what the Association is accomplishing and trends in compliance violations. The first letter will go out with the January 2021 Assessment Notice to all homeowners

#### Director at Large

1. Brevard Lawns submitted a suggested list of things to be done this winter. Frank will ask him to provide a cost for these items.
2. Tim made a motion to have a building built in the park for storage etc. There was no second to the motion, motion failed

#### F. Frank Bradley, APM

1. Dave motioned to accept the lowest bid for replacing the aprons and sidewalks where three homeowners were mistakenly approved by a previous ARC to install pavers. Julie seconded, all in favor, motion adopted

#### G. ARC Report

1. Jim gave report – 11 ARC approved projects completed and inspected. No rejected ARC requests.

#### H. Standing Committee updates

1. Security –
  - a. Florida Door is not responsive regarding maintenance of the gates and possible future upgrade.
  - b. Jim mentioned that the battery back-ups for the gates are not working - Frank will check for operation.
  - c. Ron will request BCSO provide two patrol cars for Halloween.
2. Welcoming – nothing to report
3. Compliance – Sharon provided an update to the Board, seven accounts were presented, two had complied, and the five that did not comply or attend the hearing were fined.

#### I. Unfinished Business

None

#### J. New Business

1. Removal of 40 oak trees in Easements – Ron made a motion for discussion Lee second. Ron gave a report and the question is who pays to have the trees in the sidewalk easement removed if necessary. There was also discussion about whether the HOA would have to replace the removed trees with some other tree. Tabled for now
2. Ron motioned to go with a second 14 day inspection for and extra \$150, Dave second, Julie also agreed. Lee and Tim voted no. Motion adopted

K. Next meeting: October 19, 2020 at 6pm at Hobbs Pharmacy

L. Meeting adjourned at 7:49 pm by Ron