

**Sunset Lakes Homeowner Association, Inc.**

**APPROVED MINUTES**

Board of Directors Meeting

January 19, 2026

7PM Via ZOOM

**Board Meeting Minutes Approved**

**Call to Order:** The meeting was called to order at 7:02PM by President Julie Song.

**Certification of Quorum for Board Meeting:** Quorum was established with 3 Board members present via Zoom.

President -	Julie Song - <b>Present</b>
Vice President –	David Diamond - <b>Present</b>
Secretary –	Tim Bowlin - <b>Present</b>
Treasurer –	Ken Pearson – Excused Absent
Director at Large	Vacant
Leland Mgmt. –	Amanda Smith - <b>Present</b>

**Note: Per Statute 720.3032 c(1) Only items on this Agenda will be discussed at this meeting**

**Proof of Notice:** Notice of meeting was posted at entrance community boards with agenda and on SLHOA.com website.

1. **LEGAL MATTERS** – None.
2. **PROPERTY MANAGEMENT REPORT** - Report emailed to the Board on the 15th of every month.
3. **COMPLIANCE MATTERS (VOTE)** – Send homes to compliance for fining per email from Management. **A motion was made by Julie Song to send 3774 Sunward and 3341 Tipperary to the compliance committee for vote. Motion seconded by Tim Bowlin; motion carried by all present.**
4. **ARC REPORT** – ARC report was submitted to the Board.
5. **REPORTS OF OFFICERS** –

**A. President:**

- **Introduction** – Introduction of Amanda Smith, LCAM
- **Park Project** – Retaining wall blocks have been installed and cemented in around the park planters.
- **Mailboxes** – CBU's are owned by USPS. CBU on Sunward is rusted and the parcel locks do not work and stick, this has been reported to USPS. If no maintenance is completed by USPS, the Board will consider requesting the Associations attorney to draft a letter to be sent to USPS.
- **Campers, boats, trailers over holidays** – Several campers were parked in the street over the holiday making it difficult for vehicles to drive down the street. Most were parked for over 72 hours.
- **Sleeping in the park** – Requesting increased Sheriff activity in the community to ensure safety and prevent people from sleeping in the park.
- **Gate code distribution** – Saturday, January 24 & 31<sup>st</sup> from 9AM to 12PM in the main park, gate codes will be distributed along with verification of contact information. Universal gate codes will be stopped on February 16.

**B. Vice President:** None.

**C. Treasurer (Vote) to approve December 2025 financials** – Changes to the financials were requested and item will be tabled until updated financials are received.

**D. Secretary (Vote) to approve Board Minutes from December 15, 2025** – A motion was made by Tim Bowlin to approve the minutes as presented. Motion seconded by Julie Song; motion carried by all present.

E. Director at Large: None.

## **6. NEW BUSINESS (DISCUSSION/VOTE)**

**A. Pay increase for park project (V) – Motion was made by Julie Song to pay Gretta Demming an additional \$500.00 for work completed on the retaining wall at the park. Motion was seconded by Tim Bowlin; motion carried by all present.**

**B. Closing Park on Holidays (V) – A motion was made by Julie Song to close the park on Holidays. Motion was seconded by Tim Bowlin. Motion was amended by Julie Song to close the park at dusk on New Years Eve and Fourth of July. Amended motion seconded by Tim Bowlin. Motion fails 2 to 1. Tim Bowlin – No, David Diamond – No, Julie Song – Yes.**

**C. Bunny Crossing Sign (V) – A motion was made by Julie Song to install a bunny crossing sign on Sunward. Motion seconded by Tim Bowlin. Motion fails 0-3. All opposed.**

**D. Lock on Gates to Tennis Courts (V) – A motion was made by Julie Song to install locks on the tennis court gates. Motion seconded by Tim Bowling; motion fails 0-3. All opposed.**

**E. Asphalt Project (V) – Tabled**

**F. Drain repair contract (V) – Tabled**

**G. Leland Contract with revisions (V) – A motion was made by Julie Song to approve the contract with Leland Management. Motion seconded by Tim Bowlin. Discussion. Requesting language be added to the contract specifying length of response time. Motion fails with no action taken.**

## **7. OPEN FORUM (homeowner comments/questions)**

Brent Krebs, 3761 Sierra Dr. – Comment regarding need for covenants to be approved. Comment regarding children riding E-bikes.

Lori Weller, 3825 Starlight - Comment regarding issue with GetQuorum and specifying proxy holder. Request for clarification regarding screening garbage cans making them not visible from the street.

Jim Meyer, 3757 Sunward Dr. - Requesting alternative to acquiring new gate codes on the days provided. Comment regarding Converge progress.

Lisa Allen, 3767 Galway – Request for a second code (3-digit) for guests to use at the gate when searching for homeowner be provided to homeowners. Gate company is exporting the codes and they will be provided to homeowners once received.

Maria Wilson – Inquiry regarding berm clean up (every other month). Julie indicated she will follow up and let her know. Will report next Board Meeting.

**8. ADJOURNMENT – The meeting was adjourned by Julie Song at 8:36PM.**

**Sunset Lakes Homeowners Association, Inc.**  
**Balance Sheet**  
**12/31/2025**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$132,129.15
1070 - Operating ICS - Alliance	\$174,587.20

<u>Cash - Operating Total</u>	\$306,716.35
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$83,088.21
1170 - Reserves ICS - Alliance	\$276,824.10

<u>Cash - Reserves Total</u>	\$359,912.31
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$39,878.38
1220 - Allowance for Bad Debt	(\$9,417.26)
1250 - Violation / Fines Receivable	\$8,107.79

<u>Current Assets - Accts Receivable Total</u>	\$38,568.91
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Current Assets - Other

1410 - Prepaid Insurance	\$5,482.18
1420 - Prepaid Insurance: Liability / Property 11.28.26	\$5,344.79
1510 - Prepaid Expenses	\$2,450.00

<u>Current Assets - Other Total</u>	\$13,276.97
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<i>Assets Total</i>		\$718,474.54
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**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$13,364.34
2020 - Prepaid Assessments	\$169,225.49

<u>Liabilities Total</u>	\$182,589.83
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Reserves

3005 - Reserves - Pooled	\$513,353.79
3006 - Spent From Reserves Pooled	(\$173,965.72)
3030 - Reserves - Playground Equipment	\$9,927.97
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$37,890.64
3051 - Spent From Reserves Gazebos / Docks / Piers / Bridges	(\$37,890.64)
3080 - Reserves - Entrance Sign	\$18,195.27
3081 - Spent from reserves Entrance Sign	(\$7,599.00)

<u>Reserves Total</u>	\$359,912.31
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<u>Retained Earnings</u>	\$134,755.20
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<u>Net Income</u>	\$41,217.20
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<i>Liabilities &amp; Equity Total</i>		\$718,474.54
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**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**12/1/2025 - 12/31/2025**

	12/1/2025 - 12/31/2025			1/1/2025 - 12/31/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$41,186.00	\$41,186.00	\$0.00	\$494,232.20	\$494,232.20	\$0.00	\$494,232.20
4025 - Prior Year Surplus	\$0.00	\$0.00	\$0.00	\$11,869.00	\$0.00	\$11,869.00	\$0.00
4050 - Violation / Fine Income	\$365.00	\$0.00	\$365.00	\$6,465.00	\$0.00	\$6,465.00	\$0.00
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$2,550.00	\$0.00	\$2,550.00	\$0.00
4070 - Interest on Delinquent Balance	\$80.70	\$0.00	\$80.70	\$1,242.43	\$0.00	\$1,242.43	\$0.00
4180 - Interest on Operating Acct	\$323.74	\$0.00	\$323.74	\$5,136.08	\$0.00	\$5,136.08	\$0.00
4190 - Interest on Reserve Acct	\$723.46	\$0.00	\$723.46	\$10,084.03	\$0.00	\$10,084.03	\$0.00
4200 - Allocate Reserve Interest	(\$723.46)	\$0.00	(\$723.46)	(\$10,084.03)	\$0.00	(\$10,084.03)	\$0.00
4380 - Gate Remote Income	\$108.00	\$0.00	\$108.00	\$1,628.00	\$0.00	\$1,628.00	\$0.00
4390 - Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$79.04	\$0.00	\$79.04	\$0.00
<u>Total Income</u>	\$42,063.44	\$41,186.00	\$877.44	\$523,201.75	\$494,232.20	\$28,969.55	\$494,232.20
<b>Total Income</b>	\$42,063.44	\$41,186.00	\$877.44	\$523,201.75	\$494,232.20	\$28,969.55	\$494,232.20
<b>Expense</b>							
<u>General &amp; Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700.00	\$1,700.00	\$1,700.00
6040 - Legal Fees	\$2,535.00	\$1,166.63	(\$1,368.37)	(\$2,687.03)	\$14,000.00	\$16,687.03	\$14,000.00
6050 - Other Professional Services	\$1,383.55	\$41.63	(\$1,341.92)	\$2,045.55	\$500.00	(\$1,545.55)	\$500.00
6080 - Bank Fees / Payment Processing	\$0.00	\$0.00	\$0.00	\$1,876.00	\$1,876.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$1,303.61	\$1,000.00	(\$303.61)	\$8,416.49	\$12,000.00	\$3,583.51	\$12,000.00
6110 - Insurance	\$485.94	\$814.22	\$328.28	\$9,440.87	\$9,770.64	\$329.77	\$9,770.64
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$24,000.00
6170 - Website	\$583.16	\$0.00	(\$583.16)	\$1,094.89	\$600.00	(\$494.89)	\$600.00
6180 - Meeting Room Rental	\$0.00	\$33.37	\$33.37	\$100.00	\$400.00	\$300.00	\$400.00
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	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$50.00	\$50.00	\$1,471.13	\$600.00	(\$871.13)	\$600.00
6320 - Property Tax - Income Tax	\$0.00	\$0.00	\$0.00	\$2,985.99	\$1,100.00	(\$1,885.99)	\$1,100.00
6330 - Violation Fines	\$0.00	\$125.00	\$125.00	\$1,250.00	\$1,500.00	\$250.00	\$1,500.00
<u>Total General &amp; Administrative</u>	\$8,391.26	\$5,330.85	(\$3,060.41)	\$51,255.14	\$69,332.89	\$18,077.75	\$69,332.89
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$83,130.00	\$80,340.00	(\$2,790.00)	\$80,340.00
6520 - Grounds Maintenance - Self Help	\$365.00	\$0.00	(\$365.00)	\$0.00	\$0.00	\$0.00	\$0.00
6530 - Mulch / Sod	\$0.00	\$0.00	\$0.00	\$11,586.00	\$14,309.31	\$2,723.31	\$14,309.31
6550 - Tree Trim / Removal / Replacement	\$800.00	\$1,000.00	\$200.00	\$21,773.00	\$15,000.00	(\$6,773.00)	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$750.00	\$250.00	(\$500.00)	\$3,375.00	\$3,000.00	(\$375.00)	\$3,000.00
6570 - Fertilization and Chemicals	\$0.00	\$0.00	\$0.00	\$2,600.00	\$0.00	(\$2,600.00)	\$0.00
6610 - Irrigation - Repairs / Maintenance	\$905.00	\$250.00	(\$655.00)	\$2,293.80	\$3,000.00	\$706.20	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,500.00	\$0.00	\$18,650.00	\$18,000.00	(\$650.00)	\$18,000.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.37	\$83.37	\$4,150.00	\$1,000.00	(\$3,150.00)	\$1,000.00
6730 - On Site Maintenance Labor	\$1,816.48	\$1,950.00	\$133.52	\$12,389.79	\$23,400.00	\$11,010.21	\$23,400.00
6735 - Project Assistance Time / Labor	\$0.00	\$125.00	\$125.00	\$758.82	\$1,500.00	\$741.18	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.63	\$41.63	\$125.09	\$500.00	\$374.91	\$500.00

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**Budget Comparison Report**  
**12/1/2025 - 12/31/2025**

	12/1/2025 - 12/31/2025			1/1/2025 - 12/31/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6770 - Doggie Station Services	\$334.00	\$0.00	(\$334.00)	\$4,008.00	\$0.00	(\$4,008.00)	\$0.00
6790 - General Repairs / Maintenance / Materials	\$1,369.38	\$750.00	(\$619.38)	\$3,585.99	\$9,000.00	\$5,414.01	\$9,000.00
6900 - Gate System Programming	\$150.00	\$150.00	\$0.00	\$1,750.00	\$1,800.00	\$50.00	\$1,800.00
6910 - Gate System Maintenance	\$0.00	\$208.37	\$208.37	\$6,563.27	\$2,500.00	(\$4,063.27)	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$50.00	\$50.00	\$1,584.12	\$600.00	(\$984.12)	\$600.00
6930 - Sidewalk Repairs / Maintenance	\$6,800.00	\$416.63	(\$6,383.37)	\$6,800.00	\$5,000.00	(\$1,800.00)	\$5,000.00
<b>Total Grounds</b>	<b>\$21,484.86</b>	<b>\$13,470.00</b>	<b>(\$8,014.86)</b>	<b>\$185,122.88</b>	<b>\$178,949.31</b>	<b>(\$6,173.57)</b>	<b>\$178,949.31</b>
<b>Utilities</b>							
7810 - Electricity - Common Areas	\$3,588.40	\$1,916.63	(\$1,671.77)	\$22,436.22	\$23,000.00	\$563.78	\$23,000.00
7830 - Utilities - Phone Line	\$209.99	\$150.00	(\$59.99)	\$2,079.82	\$1,800.00	(\$279.82)	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$115.90	\$116.63	\$0.73	\$1,350.80	\$1,400.00	\$49.20	\$1,400.00
7850 - Utilities - Water / Sewer	\$108.62	\$104.13	(\$4.49)	\$1,239.69	\$1,250.00	\$10.31	\$1,250.00
<b>Total Utilities</b>	<b>\$4,022.91</b>	<b>\$2,287.39</b>	<b>(\$1,735.52)</b>	<b>\$27,106.53</b>	<b>\$27,450.00</b>	<b>\$343.47</b>	<b>\$27,450.00</b>
<b>Reserves</b>							
8005 - Reserves - Pooled	\$18,208.33	\$18,208.33	\$0.00	\$218,500.00	\$218,500.00	\$0.00	\$218,500.00
<b>Total Reserves</b>	<b>\$18,208.33</b>	<b>\$18,208.33</b>	<b>\$0.00</b>	<b>\$218,500.00</b>	<b>\$218,500.00</b>	<b>\$0.00</b>	<b>\$218,500.00</b>
<b>Total Expense</b>	<b>\$52,107.36</b>	<b>\$39,296.57</b>	<b>(\$12,810.79)</b>	<b>\$481,984.55</b>	<b>\$494,232.20</b>	<b>\$12,247.65</b>	<b>\$494,232.20</b>
Operating Net Income	(\$10,043.92)	\$1,889.43	(\$11,933.35)	\$41,217.20	\$0.00	\$41,217.20	\$0.00
Net Income	(\$10,043.92)	\$1,889.43	(\$11,933.35)	\$41,217.20	\$0.00	\$41,217.20	\$0.00