

Sunset Lakes Homeowner Association, Inc.
Approved Minutes
TOWNHALL MEETING WITH HOA ATTY
Via Zoom
Monday, February 9, 2026 @ 7:00pm

- A. Meeting Call to order: The meeting was called to order by Julie Song at **7:00 pm**
- B. Certification of Quorum for Board Meeting

Present:

X	President	Julie Song
X	Vice President	David Diamond
	Secretary	Tim Bowlin
X	Treasurer	Ken Persson
	Director at Large	Vacant

Additional Attendee:

	Kaye Bender Rebaum	Joseph Staynoff, Esq.

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.

LEGAL MATTERS – Townhall meeting was attended by three board members and HOA Atty to discuss the Amended and Reinstated covenants and answer homeowner’s questions regarding items of changes within the document.

The meeting was attended by 30 homeowners. The capital contribution amendment was discussed along with non-conforming fences, roofs, assessment collections, etc. All these items are being addressed in the new documents and bringing the community into compliance with State Laws.

The Board will take to vote at the February 16th BOD meeting removing the capital contribution from the document and hold the voting opened an additional 90 days from said meeting.

ADJOURNMENT – The meeting was adjourned by Julie Song at 8:32PM.

Sunset Lakes Homeowner Association, Inc.
APPROVED MINUTES
Board of Directors Meeting
St. Lukes Episcopal Church
Monday, February 16, 2025 @ 6:30pm

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

B. Certification of Quorum for Board Meeting

Present:

X	President	Julie Song
X	Vice President	David Diamond
	Secretary	Tim Bowlin – present by phone not voting
X	Treasurer	Ken Persson
	Director at Large	vacant

Additional Attendee:

	Leland	

Notice of Meeting

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

Property Manager Report: emailed to Board on 15th of each month

Legal Matters:

Compliance Matters: Julie made motion to send 456 Limerick Drive to compliance for fining per the report from Amanda Smith, Ken seconded; motion passed.

ARC Matters: Report emailed with board report

Reports from Officers:

President –

- Julie reported there is a work order to fix the rusted mailbox CBU with USPS
- Julie reported she approved \$1,425 proposal with Environmental Restoration for the fixing of Pond 17 (North Tropical Trl outside community) the drain was not up to code
- Julie reported the semi monthly berm maintenance began and we have been billed \$1800 for the first clean up
- Julie reported the bridge coating will be off one day but the Starlight and Sierra bridges will be closed until February 25th
- Julie reported she met with Calos and he is going to provide a quote to redo the landscaping in the island at the entrance of Island Estates.

- Julie reported that she as requested a quote from Sign Lords to do back lit letters on the Sunset Lakes Entrance sign

Vice President –

Secretary –

- Julie made a motion to accept the minutes of the January 19th BOD meeting, Ken seconded it, motion passed
- Julie made motion to accept the minutes of the February 9th townhall meeting with the HOA Attorney Ken seconded it, motion passed.

Treasurer –

- Ken made a motion to accept December 2025 amended financials as provided by Leland, Julie second, motion passed.

Director at Large – Nothing to report

Vote

- Julie made a motion leave the increase in the covenants as written no more than 10% increase of previous year David second, motion passed.
- David made the motion to remove the Capital Contribution from the amended and reinstated covenants, Julie seconded, motion passed.
- Julie made a motion to hold the vote opened for additional 90 days – if proxies are valid for such extension in order to get the necessary votes to approve the amended and reinstated documents, Ken seconded, motion passed.
- Julie made a motion to accept the proposal from Foundation Restoration to repair 9 more drain covers for a cost of \$4,825 each, Ken seconded, motion passed.
- Julie made a motion to allow a community library be placed on common area – small Limerick Park, Ken seconded, motion passed.
- Julie made the motion to accept three new members to the Compliance Committee, Diane Gray, Christopher Brown and Sheri Centore, Ken seconded, motion passed.
- Julie Tabled the asphalt project until drain issues are addressed.

Meeting Adjourned 6:50pm

Next Meeting – ANNUAL MEETING immediately followed at 7pm

Sunset Lakes Homeowner Association, Inc.

Board of Directors Organizational Meeting
February 16, 2026 – Immediately following the Annual Members Meeting
St. Lukes Church – 5555 N. Tropical Trail

ORGANIZATIONAL MEETING MINUTES

Call to Order: The meeting was called to order at 7:41 PM by Julie Song.

Certification of Quorum

President	Julie Song	X	
Vice President	Brent Krebs	X	
Secretary	Matthew Bowlin	X	via phone
Treasurer	Ken Persson	X	
Director at	Cleon (Buzz) Buzzell	X	
Leland Mgmt.	Amanda Smith, Community Association Manager	X	

Board Organization:

President – Julie Song
Vice President – Brent Krebs
Secretary – Tim Bowlin
Treasurer – Ken Persson
Director at Large – Cleon (Buzz) Buzzell

A motion was made by Julie Song to approve the organization of the Board of Directors as listed. Motion seconded by Ken Persson; motion carried unanimously.

With no further business, the meeting adjourned at 7:44 PM.

Sunset Lakes Homeowners Association, Inc.

Balance Sheet

1/31/2026

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$191,946.55
1070 - Operating ICS - Alliance	\$174,892.91

Cash - Operating Total \$366,839.46

Cash - Reserves

1100 - Reserve Money Market - Alliance	\$209,987.09
1170 - Reserves ICS - Alliance	\$277,308.80

Cash - Reserves Total \$487,295.89

Current Assets - Accts Receivable

1210 - Assessment Receivable	\$61,096.94
1220 - Allowance for Bad Debt	(\$9,517.26)
1250 - Violation / Fines Receivable	\$8,107.79

Current Assets - Accts Receivable Total \$59,687.47

Current Assets - Other

1410 - Prepaid Insurance 11.28.26	\$4,568.50
1420 - Prepaid Insurance: Liability / Property 11.28.26	\$4,858.90
1510 - Prepaid Expenses	\$29,312.50

Current Assets - Other Total \$38,739.90

Assets Total \$952,562.72

Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$32,568.82
2020 - Prepaid Assessments	\$22,751.74
2060 - Deferred Assessments	\$224,729.17

Liabilities Total \$280,049.73

Reserves

3005 - Reserves - Pooled	\$358,229.70
3006 - Spent From Reserves Pooled	(\$9,394.50)
3030 - Reserves - Playground Equipment	\$9,927.97
3080 - Reserves - Entrance Sign	\$10,596.27
3390 - Deferred Cable Contract - 12-2025	\$117,250.00
3399 - Interest on Reserve Acct	\$686.45

Reserves Total \$487,295.89

Retained Earnings \$176,851.57

Net Income \$8,365.53

Liabilities & Equity Total \$952,562.72

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
1/1/2026 - 1/31/2026

	1/1/2026 - 1/31/2026			1/1/2026 - 1/31/2026			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Income</u>							
4010 - Assessment Income	\$44,945.83	\$44,945.83	\$0.00	\$44,945.83	\$44,945.83	\$0.00	\$539,350.00
4060 - Late Fee Income	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	\$0.00
4070 - Interest on Delinquent Balance	\$363.50	\$0.00	\$363.50	\$363.50	\$0.00	\$363.50	\$0.00
4180 - Interest on Operating Acct	\$309.89	\$0.00	\$309.89	\$309.89	\$0.00	\$309.89	\$0.00
4190 - Interest on Reserve Acct	\$686.45	\$0.00	\$686.45	\$686.45	\$0.00	\$686.45	\$0.00
4200 - Allocate Reserve Interest	(\$686.45)	\$0.00	(\$686.45)	(\$686.45)	\$0.00	(\$686.45)	\$0.00
4380 - Gate Remote Income	\$242.00	\$0.00	\$242.00	\$242.00	\$0.00	\$242.00	\$0.00
<u>Total Income</u>	\$47,061.22	\$44,945.83	\$2,115.39	\$47,061.22	\$44,945.83	\$2,115.39	\$539,350.00
Total Income	\$47,061.22	\$44,945.83	\$2,115.39	\$47,061.22	\$44,945.83	\$2,115.39	\$539,350.00
Expense							
<u>General & Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,800.00
6040 - Legal Fees	\$487.50	\$1,250.00	\$762.50	\$487.50	\$1,250.00	\$762.50	\$15,000.00
6050 - Other Professional Services	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33	\$1,000.00
6080 - Bank Fees / Payment Processing	\$3,283.00	\$3,283.00	\$0.00	\$3,283.00	\$3,283.00	\$0.00	\$3,283.00
6090 - Postage / Copies / Supplies	\$345.92	\$666.67	\$320.75	\$345.92	\$666.67	\$320.75	\$8,000.00
6110 - Insurance	\$942.74	\$908.33	(\$34.41)	\$942.74	\$908.33	(\$34.41)	\$10,900.00
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$24,000.00
6170 - Website	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$50.00	\$600.00
6180 - Meeting Room Rental	\$0.00	\$8.33	\$8.33	\$0.00	\$8.33	\$8.33	\$100.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.25
6240 - Bad Debt	\$100.00	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33	\$1,000.00
6260 - Electronic Voting & Communications	\$0.00	\$105.00	\$105.00	\$0.00	\$105.00	\$105.00	\$1,260.00
6310 - Federal Income Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
6320 - Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00
6330 - Violation Fines	\$0.00	\$270.83	\$270.83	\$0.00	\$270.83	\$270.83	\$3,250.00
<u>Total General & Administrative</u>	\$7,159.16	\$8,808.82	\$1,649.66	\$7,159.16	\$8,808.82	\$1,649.66	\$77,604.25
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$7,020.83	\$325.83	\$6,695.00	\$7,020.83	\$325.83	\$84,250.00
6530 - Mulch / Sod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00
6540 - Berm Maintenance	\$0.00	\$950.00	\$950.00	\$0.00	\$950.00	\$950.00	\$11,400.00
6550 - Tree Trim / Removal / Replacement	\$0.00	\$833.33	\$833.33	\$0.00	\$833.33	\$833.33	\$10,000.00
6560 - Landscaping Replacement / Enhancement	\$1,509.29	\$125.00	(\$1,384.29)	\$1,509.29	\$125.00	(\$1,384.29)	\$1,500.00
6570 - Fertilization and Chemicals	\$0.00	\$416.67	\$416.67	\$0.00	\$416.67	\$416.67	\$5,000.00
6610 - Irrigation - Repairs / Maintenance	\$740.00	\$166.67	(\$573.33)	\$740.00	\$166.67	(\$573.33)	\$2,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,845.83	\$345.83	\$1,500.00	\$1,845.83	\$345.83	\$22,150.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$1,051.67	\$1,051.67	\$0.00	\$1,051.67	\$1,051.67	\$12,620.00
6730 - On Site Maintenance Labor	\$434.00	\$1,885.00	\$1,451.00	\$434.00	\$1,885.00	\$1,451.00	\$22,620.00
6735 - Project Assistance Time / Labor	\$0.00	\$125.00	\$125.00	\$0.00	\$125.00	\$125.00	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00
6770 - Doggie Station Services	\$0.00	\$344.17	\$344.17	\$0.00	\$344.17	\$344.17	\$4,130.00
6790 - General Repairs / Maintenance / Materials	(\$1,000.00)	\$464.23	\$1,464.23	(\$1,000.00)	\$464.23	\$1,464.23	\$5,570.75
6900 - Gate System Programming	\$150.00	\$150.00	\$0.00	\$150.00	\$150.00	\$0.00	\$1,800.00

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
1/1/2026 - 1/31/2026

	1/1/2026 - 1/31/2026			1/1/2026 - 1/31/2026			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6910 - Gate System Maintenance	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$6,000.00
6920 - Gate / Transmitter	\$0.00	\$83.75	\$83.75	\$0.00	\$83.75	\$83.75	\$1,005.00
6930 - Sidewalk Repairs / Maintenance	\$215.94	\$416.67	\$200.73	\$215.94	\$416.67	\$200.73	\$5,000.00
<u>Total Grounds</u>	\$10,244.23	\$16,420.49	\$6,176.26	\$10,244.23	\$16,420.49	\$6,176.26	\$208,045.75
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$2,010.66	\$1,916.67	(\$93.99)	\$2,010.66	\$1,916.67	(\$93.99)	\$23,000.00
7830 - Utilities - Phone Line	\$209.99	\$150.00	(\$59.99)	\$209.99	\$150.00	(\$59.99)	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$125.90	\$125.00	(\$0.90)	\$125.90	\$125.00	(\$0.90)	\$1,500.00
7850 - Utilities - Water / Sewer	\$104.12	\$108.33	\$4.21	\$104.12	\$108.33	\$4.21	\$1,300.00
<u>Total Utilities</u>	\$2,450.67	\$2,300.00	(\$150.67)	\$2,450.67	\$2,300.00	(\$150.67)	\$27,600.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$18,841.63	\$18,841.63	\$0.00	\$18,841.63	\$18,841.63	\$0.00	\$226,100.00
<u>Total Reserves</u>	\$18,841.63	\$18,841.63	\$0.00	\$18,841.63	\$18,841.63	\$0.00	\$226,100.00
Total Expense	\$38,695.69	\$46,370.94	\$7,675.25	\$38,695.69	\$46,370.94	\$7,675.25	\$539,350.00
Operating Net Income	\$8,365.53	(\$1,425.11)	\$9,790.64	\$8,365.53	(\$1,425.11)	\$9,790.64	\$0.00
Net Income	\$8,365.53	(\$1,425.11)	\$9,790.64	\$8,365.53	(\$1,425.11)	\$9,790.64	\$0.00