

Sunset Lakes Homeowner Association, Inc.

Board of Directors Meeting
May 19, 2025 - 7pm Via ZOOM

APPROVED MINUTES

Call to Order – Julie Song called the meeting to order at 7:07 pm. Julie Song reported that all Board members are required to submit a DPBR approved continued education certificate. Announced that Officer, Tim Bowlin may attend the meeting but is lawfully suspended from voting until a valid certificate is submitted to the association.

Certification of Quorum for Board Meeting

Present		
x	President	Julie Song
x	Vice President	David Diamond
x	Secretary	Tim Bowlin
x	Treasurer	Ken Persson
	Director at Large	Fernando Dominicis
x	Leland Mgmt.	Holly Flinchum

NOTE: Per Statute 720.3032 c (1) only items on this Agenda will be discussed at this meeting

Notice of Meeting

Posted at entrance community boards with agenda and on the SLHOA.com website. The agenda included a link to join the meeting virtually.

LEGAL MATTERS:

PROPERTY MANAGER REPORT – emailed to board on 15th of every month.

COMPLIANCE MATTERS - Vote - send homes to compliance for fining – Management presented a report detailing three properties that have received both Friendly and Final Notices and are now eligible to proceed to a Fining Hearing. **Motion:** Julie Song moved to advance all three properties to the Fining Hearing with a proposed fine of \$100 per day, up to a maximum of \$1,000 per violation for the following: **866 Limerick Dr -Violation:** Repaint Home Exterior, **675 Limerick Dr Violation:** Mowing / Edging and **3750 Sierra Dr - Violation:** Home Exterior Maintenance. Ken Persson seconded the motion. The vote was unanimous, and the motion passed.

ARC REPORT – emailed to board

REPORTS FROM OFFICERS

- President: All Florida drain status – Meeting set for first part of June
Approved seventeen oaks trimmed within Sunset Lakes on HOA property total cost \$3,475.
Update on gate issues – back and RFID reader
- Vice President: No report
- Treasurer: **Vote** to approve March 2025 financials - Ken Persson motioned to approve the Sunset Lakes HOA March 2025 financial report. David Diamond seconded the motion. With the vote unanimous, the motion passed.
- Secretary: **Vote** to approve Board Minutes April 21, 2025, minutes – Motion made by Tim Bolin to approve the Sunset Lakes HOA Board of Directors meeting minutes held April 21, 2025. Julie Song seconded the motion. With all in favor, the motion passed.
- Director at Large: No report

VOTE/New Business – (V) vote (D) discussion

(D) Path to dock in Island Estates – Julie Song Led the discussion concerning an improper vote conducted at the previous meeting according to legal counsel. The motion to allow David Diamond to install plantings that may grow up to seven feet along the path to the dock would require a formal vote by the membership to amend the language in the Association’s Declaration. As such, the motion was rescinded.

(V) Camera proposal – Motion made by Julie Song to approve the estimate from Innovative Surveillance LLC for an upgrade to a video surveillance system for all gates in the amount of \$5,291.15. Ken Persson seconded the motion. In a call for a vote, the vote was unanimous, and the motion passed.

Unfinished Business

Hurricane Preparedness policy – Julie emailed Tim the template

Homeowner's comments/questions – None

Adjournment: With no further business, and by unanimous consent, Julie Song announced the next meeting on schedule for June 16, 2025 @ 7pm via ZOOM and adjourned the meeting at 7:15 pm

Sunset Lakes Homeowners Association, Inc.
Balance Sheet
4/30/2025

Assets

Cash - Operating

1001 - Operating Account - Alliance	\$92,195.10
1070 - Operating ICS - Alliance	\$171,020.06
<u>Cash - Operating Total</u>	\$263,215.16

Cash - Reserves

1100 - Reserve Money Market - Alliance	\$93,560.10
1170 - Reserves ICS - Alliance	\$321,746.43
<u>Cash - Reserves Total</u>	\$415,306.53

Current Assets - Accts Receivable

1210 - Assessment Receivable	\$7,319.93
1220 - Allowance for Bad Debt	(\$8,623.60)
1250 - Violation / Fines Receivable	\$11,000.00
<u>Current Assets - Accts Receivable Total</u>	\$9,696.33

Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11.28.25	\$5,692.09
1510 - Prepaid Expenses	\$20,914.97
<u>Current Assets - Other Total</u>	\$26,607.06

Assets Total

\$714,825.08

Liabilities and Equity

Liabilities

2010 - Accounts Payable	\$29,333.81
2020 - Prepaid Assessments	\$29,557.18
2060 - Deferred Assessments	\$82,372.02
<u>Liabilities Total</u>	\$141,263.01

Reserves

3005 - Reserves - Pooled	\$357,603.12
3006 - Spent From Reserves Pooled	(\$11,310.00)
3030 - Reserves - Playground Equipment	\$9,927.97
3050 - Reserves - Gazebos / Docks / Piers / Bridges	\$37,890.64
3051 - Spent From Reserves Gazebos / Docks / Piers / Bridges	(\$279.16)
3080 - Reserves - Entrance Sign	\$18,195.27
3399 - Interest on Reserve Acct	\$3,278.69
<u>Reserves Total</u>	\$415,306.53

Retained Earnings

\$154,984.17

Net Income

\$3,271.37

Liabilities & Equity Total

\$714,825.08

Sunset Lakes Homeowners Association, Inc.
Budget Comparison Report
4/1/2025 - 4/30/2025

	4/1/2025 - 4/30/2025			1/1/2025 - 4/30/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Income</u>							
4010 - Assessment Income	\$41,186.02	\$41,186.02	\$0.00	\$164,744.08	\$164,744.08	\$0.00	\$494,232.20
4050 - Violation / Fine Income	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
4060 - Late Fee Income	\$0.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$1,425.00	\$0.00
4070 - Interest on Delinquent Balance	\$55.26	\$0.00	\$55.26	\$431.97	\$0.00	\$431.97	\$0.00
4180 - Interest on Operating Acct	\$388.56	\$0.00	\$388.56	\$1,553.10	\$0.00	\$1,553.10	\$0.00
4190 - Interest on Reserve Acct	\$904.52	\$0.00	\$904.52	\$3,278.69	\$0.00	\$3,278.69	\$0.00
4200 - Allocate Reserve Interest	(\$904.52)	\$0.00	(\$904.52)	(\$3,278.69)	\$0.00	(\$3,278.69)	\$0.00
4380 - Gate Remote Income	\$90.00	\$0.00	\$90.00	\$520.00	\$0.00	\$520.00	\$0.00
4390 - Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$79.04	\$0.00	\$79.04	\$0.00
<u>Total Income</u>	\$45,719.84	\$41,186.02	\$4,533.82	\$172,753.19	\$164,744.08	\$8,009.11	\$494,232.20
Total Income	\$45,719.84	\$41,186.02	\$4,533.82	\$172,753.19	\$164,744.08	\$8,009.11	\$494,232.20
Expense							
<u>General & Administrative</u>							
6020 - Accounting Fees / Tax Preparation	\$250.00	\$250.00	\$0.00	\$250.00	\$250.00	\$0.00	\$1,700.00
6040 - Legal Fees	\$2,475.59	\$1,166.67	(\$1,308.92)	\$11,657.59	\$4,666.68	(\$6,990.91)	\$14,000.00
6050 - Other Professional Services	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68	\$500.00
6080 - Bank Fees / Semi Annual Assessment Stmt	\$0.00	\$0.00	\$0.00	\$938.00	\$938.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$492.18	\$1,000.00	\$507.82	\$2,944.94	\$4,000.00	\$1,055.06	\$12,000.00
6110 - Insurance	\$815.71	\$814.22	(\$1.49)	\$3,262.84	\$3,256.88	(\$5.96)	\$9,770.64
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$24,000.00
6170 - Website	\$22.17	\$0.00	(\$22.17)	\$511.73	\$0.00	(\$511.73)	\$600.00
6180 - Meeting Room Rental	\$0.00	\$33.33	\$33.33	\$50.00	\$133.32	\$83.32	\$400.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.25
6240 - Bad Debt	\$100.00	\$100.00	\$0.00	\$400.00	\$400.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$0.00	\$50.00	\$50.00	(\$108.51)	\$200.00	\$308.51	\$600.00
6320 - Property Tax - Income Tax	\$2,869.00	\$0.00	(\$2,869.00)	\$3,982.13	\$1,100.00	(\$2,882.13)	\$1,100.00
6330 - Violation Fines	\$750.00	\$125.00	(\$625.00)	\$750.00	\$500.00	(\$250.00)	\$1,500.00
<u>Total General & Administrative</u>	\$9,774.65	\$5,580.89	(\$4,193.76)	\$32,638.72	\$23,611.56	(\$9,027.16)	\$69,332.89
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$29,570.00	\$26,780.00	(\$2,790.00)	\$80,340.00
6530 - Mulch / Sod	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,309.31
6550 - Tree Trim / Removal / Replacement	\$2,400.00	\$2,400.00	\$0.00	\$6,250.00	\$6,250.00	\$0.00	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$250.00	\$250.00	\$0.00	\$1,000.00	\$1,000.00	\$3,000.00
6570 - Fertilization and Chemicals	\$0.00	\$0.00	\$0.00	\$1,850.00	\$0.00	(\$1,850.00)	\$0.00
6610 - Irrigation - Repairs / Maintenance	\$0.00	\$250.00	\$250.00	\$350.00	\$1,000.00	\$650.00	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,500.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$18,000.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.33	\$83.33	\$4,150.00	\$333.32	(\$3,816.68)	\$1,000.00
6730 - On Site Maintenance Labor	\$957.32	\$1,950.00	\$992.68	\$3,667.11	\$7,800.00	\$4,132.89	\$23,400.00
6735 - Project Assistance Time / Labor	\$56.00	\$125.00	\$69.00	\$153.74	\$500.00	\$346.26	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.67	\$41.67	\$60.00	\$166.68	\$106.68	\$500.00
6770 - Doggie Station Services	\$334.00	\$0.00	(\$334.00)	\$1,336.00	\$0.00	(\$1,336.00)	\$0.00
6790 - General Repairs / Maintenance / Materials	\$72.42	\$750.00	\$677.58	\$494.18	\$3,000.00	\$2,505.82	\$9,000.00
6900 - Gate System Programming	\$150.00	\$150.00	\$0.00	\$550.00	\$600.00	\$50.00	\$1,800.00

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Budget Comparison Report
4/1/2025 - 4/30/2025

	4/1/2025 - 4/30/2025			1/1/2025 - 4/30/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6910 - Gate System Maintenance	\$1,475.00	\$208.33	(\$1,266.67)	\$1,685.00	\$833.32	(\$851.68)	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$50.00	\$50.00	\$785.92	\$200.00	(\$585.92)	\$600.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.67	\$416.67	\$0.00	\$1,666.68	\$1,666.68	\$5,000.00
<u>Total Grounds</u>	\$13,639.74	\$14,870.00	\$1,230.26	\$56,901.95	\$56,130.00	(\$771.95)	\$178,949.31
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,856.10	\$1,916.67	\$60.57	\$5,733.71	\$7,666.68	\$1,932.97	\$23,000.00
7830 - Utilities - Phone Line	\$129.98	\$150.00	\$20.02	\$519.90	\$600.00	\$80.10	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$115.90	\$116.67	\$0.77	\$447.60	\$466.68	\$19.08	\$1,400.00
7850 - Utilities - Water / Sewer	\$103.25	\$104.17	\$0.92	\$406.58	\$416.68	\$10.10	\$1,250.00
<u>Total Utilities</u>	\$2,205.23	\$2,287.51	\$82.28	\$7,107.79	\$9,150.04	\$2,042.25	\$27,450.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$18,208.33	\$18,208.33	\$0.00	\$72,833.36	\$72,833.36	\$0.00	\$218,500.00
<u>Total Reserves</u>	\$18,208.33	\$18,208.33	\$0.00	\$72,833.36	\$72,833.36	\$0.00	\$218,500.00
Total Expense	\$43,827.95	\$40,946.73	(\$2,881.22)	\$169,481.82	\$161,724.96	(\$7,756.86)	\$494,232.20
Operating Net Income	\$1,891.89	\$239.29	\$1,652.60	\$3,271.37	\$3,019.12	\$252.25	\$0.00
Net Income	\$1,891.89	\$239.29	\$1,652.60	\$3,271.37	\$3,019.12	\$252.25	\$0.00