

# Sunset Lakes Homeowner Association, Inc.

Board of Directors Meeting  
July 21, 2025 - 7pm Via ZOOM

## MINUTES - DRAFT

Call to Order – Julie Song called the meeting to order at 7:00 pm.

Certification of Quorum for Board Meeting

<b>Present</b>		
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, LCAM

**NOTE: Per Statue 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.

**LEGAL MATTERS:** None

**PROPERTY MANAGER REPORT –** emailed to board on 15<sup>th</sup> of every month

**COMPLIANCE MATTERS - Vote -** Julie Song led the discussion regarding a summary of properties currently in non-compliance, including those with overdue notices, as outlined in the recent communication from Management.

A motion was made to refer these properties to the Fining Committee for enforcement, with a proposed fine of \$100 per violation, up to a maximum of \$1,000. The motion was seconded by Ken Persson.

During the vote, all members present voted in favor, apart from David Diamond who was absent at this vote. The motion carried.

**ARC REPORT –** Report submitted to Board of Directors for July 2025

## **REPORTS FROM OFFICERS**

**President's Report (Julie Song):**

- **Camera System Upgrade:** Installation is complete. The system now provides clear visibility of vehicles and license plates.
- **FP&L Surge Protector (Guard Shack):** Scheduled for installation within 4–6 weeks.
- **Island Estate Sign:** Installation complete. The sign is highly visible at night, and the results are satisfactory.
- **Erosion Behind Starlight/Sunward Pond:** According to the ERS report, the erosion is due to homeowner activity and is not the responsibility of the HOA.
- **Drainage Work (Rock Installation by ERS):** Scheduled for completion this week.

**Vice President (David Diamond):** No report

**Treasurer (Ken Persson):**

- Motion to approve June 2025 financials. Seconded by Julie.  
**Vote:** Unanimous approval.
- Motion to move \$11,869 from surplus money to budget of 2025 to balance the budget as recommended from the Finance committee. Julie seconded **Vote:** Motion passed unanimously

**Secretary (Tim Bowlin):**

- **Approval of June 2025 Board Meeting Minutes:**  
Tim Bowlin moved to approve the minutes from the June 2025 Board meeting. The motion was seconded by Julie Song and passed unanimously.
- **Hurricane Preparedness Plan:**  
Tim Bowlin provided an overview of the proposed Hurricane Preparedness Plan. He emphasized that the plan should remain a living, general-use document to accommodate changes in Board membership or maintenance staff. The plan outlines procedures to follow when a named storm is identified. Julie Song noted that four radios are available for use. Post-storm operations will also be incorporated into the plan.

**Director at Large (Fernando Dominicus):** Absent - No report

**DISCUSSION/VOTE - New Business**

- (V) Fiber optic – Motion made by Julie Song to allow installation in the community as proposed by Converge who will oversee the project. Ken Persson seconded. The motion carried with all in favor David Diamond absent from vote.
- (V) Reserve Study update with inspection – Julie Song accept update for \$3900, Ken Persson seconded the motion. Julie Song expects the vendor to complete it in October. Tim Bowling had questions about phase projects. All in favor, the motion passed unanimously.
- (V) Cole & Associates letter of engagement for 2025 – Motion Julie Song to accept engagement, Ken Persson seconded the motion. All in favor, motion carried.
- (V) 4002 Tradewinds Trail – lean to – Julie led discussion, ARC did not approve. Thirty days was given by ARC to remove.
- (V) Mulch bid – Julie Song made a motion American Mulch and Soil to accept and approve (\$9,000) and get on schedule. David Diamond seconded. To be done in November. Switch to red mulch. All in favor, motion passed.
- (V) Easement and parking spots on Waterford – Julie Song motioned to put to homeowners for a vote for the addition of four parking spaces, (could potentially reduce to two spaces) on Waterford. Tim Bowling seconded the motion. Tim Bowlin voted yes, Julie Song voted yes, David Diamond voted no, and Ken Persson voted no. Motion did not pass.
- (V) 466 limerick requests for extension of apron – Motion by Julie Song to allow widening of driveway apron, homeowner submitting for ARC approval. Julie Song reported numerous others in the neighborhood. Discussion. All in favor, motion passed.
- (V) Amendment to Covenants & Bylaws – Julie motion to propose the following to the members for a vote:
  1. Reduce changes to be made from 2/3 to 51% -
  2. Change Quorum for membership meetings to 10%
  3. Change voting rights to persons listed on deed – except LLC Corporations Trusts
 Seconded by Tim Bowling. The motion passed with a unanimous vote.
- (V) Annual Assessment increase from 10% to no more than 15% of previous annual budget– Julie Song motion to present to members for vote. Ken Persson seconded. Brief discussion. Vote: Julie Song, Ken Persson and Tim Bowlin were in favor by voting yes. David Diamond voted no, and the motion passed with majority in favor.
- (V) Capital Contribution - Estate planning exemption – Julie Song motion to present to members for vote. Ken Persson seconded. Vote: Julie Song, Ken Persson and Tim Bowlin were in favor by voting yest. David Diamond opposed. Motion passed with majority in favor.
- (V) Metal Roofs – all metal roofs shall have tinted color – Julie Song motion to send to membership for vote. Ken Persson seconded. Discussion of other types of code approved materials. Tim Bowling would like to include other roof materials that meet code requirements/standards. The vote was unanimous, and the motion passed.

(V) Towing provision for self-help – Motion Julie Song to present to membership for vote. Tim Bowlin seconded. Motion passed unanimously.

(V) Self Help – mowing, trimming trees & grass, pressure washing aprons, sidewalks NOT to include roof replacement, painting or replacing fences. Motion by Julie Song to present to members for vote. Ken Persson seconded. The vote was unanimous. Motion passed.

(V) Make all grass allowed same for Island Estates and Sunset Lakes – Motion made by Julie Song to present to members for vote. Ken Persson seconded. All approved, motion carried.

(V) Fence material allowed, wood, vinyl, aluminum, composite, etc – take from community standards – Motion made by Julie Song to present to members for vote to match standards with covenants, Ken Persson seconded. All in favor, motion passed.

(V) Island Estate auxiliary buildings same construction material as main residence – Motion by Julie Song to present to members for vote. David Diamond seconded. All in favor, motion carried.

(V) Hurricane shutters – unoccupied and occupied – Julie motion to present to members for vote. Tim Bowlin seconded. Discussion, remove 30 days. Home is unoccupied from June 1<sup>st</sup> – November 30<sup>th</sup>, Tim Bowlin added, shall be approved hurricane shutters. All in favor, motion passed.

(V) Celebratory signs shall be allowed but limited to baby birth, birthdays, graduations, sports, military – Motion by Julie Song to present to membership to allow on display on front lawn no more than 15 days. Ken Persson seconded. The vote was unanimous. Motion passed.

Homeowner's comments/questions –

- **Tim Bowlin** inquired about the security camera app and its safety on personal devices.
- **Phil Stasik** thanked the Board for their service and dedication

Adjournment – with no further business and by unanimous consent, the meeting ended at 8:36 pm

**Next Meeting – Monday, August 18, 2025 7pm Via ZOOM**

**Sunset Lakes Homeowners Association, Inc.**  
**Balance Sheet**  
**7/31/2025**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$93,984.74
1070 - Operating ICS - Alliance	\$272,269.82

<u>Cash - Operating Total</u>	\$366,254.56
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$55,234.65
1170 - Reserves ICS - Alliance	\$273,954.06

<u>Cash - Reserves Total</u>	\$329,188.71
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$22,480.04
1220 - Allowance for Bad Debt	(\$8,923.60)
1250 - Violation / Fines Receivable	\$7,361.12

<u>Current Assets - Accts Receivable Total</u>	\$20,917.56
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11.28.25	\$3,248.52
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<u>Current Assets - Other Total</u>	\$3,248.52
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*Assets Total*

\$719,609.35

**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$4,749.39
2020 - Prepaid Assessments	\$18,451.74
2060 - Deferred Assessments	\$205,930.08

<u>Liabilities Total</u>	\$229,131.21
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Reserves

3005 - Reserves - Pooled	\$412,228.11
3006 - Spent From Reserves Pooled	(\$151,149.80)
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
3081 - Spent from reserves Entrance Sign	(\$3,800.00)
3399 - Interest on Reserve Acct	\$6,175.68

<u>Reserves Total</u>	\$329,188.71
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Retained Earnings

\$134,755.20

Net Income

\$26,534.23

*Liabilities & Equity Total*

\$719,609.35

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**7/1/2025 - 7/31/2025**

	7/1/2025 - 7/31/2025			1/1/2025 - 7/31/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$41,186.02	\$41,186.02	\$0.00	\$288,302.12	\$288,302.12	\$0.00	\$494,232.20
4025 - Prior Year Surplus	\$11,869.00	\$0.00	\$11,869.00	\$11,869.00	\$0.00	\$11,869.00	\$0.00
4050 - Violation / Fine Income	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
4060 - Late Fee Income	\$1,125.00	\$0.00	\$1,125.00	\$2,550.00	\$0.00	\$2,550.00	\$0.00
4070 - Interest on Delinquent Balance	\$236.49	\$0.00	\$236.49	\$779.11	\$0.00	\$779.11	\$0.00
4180 - Interest on Operating Acct	\$465.58	\$0.00	\$465.58	\$2,809.93	\$0.00	\$2,809.93	\$0.00
4190 - Interest on Reserve Acct	\$1,002.90	\$0.00	\$1,002.90	\$6,175.68	\$0.00	\$6,175.68	\$0.00
4200 - Allocate Reserve Interest	(\$1,002.90)	\$0.00	(\$1,002.90)	(\$6,175.68)	\$0.00	(\$6,175.68)	\$0.00
4380 - Gate Remote Income	\$270.00	\$0.00	\$270.00	\$1,072.00	\$0.00	\$1,072.00	\$0.00
4390 - Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$79.04	\$0.00	\$79.04	\$0.00
<u>Total Income</u>	\$55,152.09	\$41,186.02	\$13,966.07	\$311,461.20	\$288,302.12	\$23,159.08	\$494,232.20
<b>Total Income</b>	\$55,152.09	\$41,186.02	\$13,966.07	\$311,461.20	\$288,302.12	\$23,159.08	\$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	\$3,430.00	\$1,166.67	(\$2,263.33)	\$16,534.28	\$8,166.69	(\$8,367.59)	\$14,000.00
6050 - Other Professional Services	\$0.00	\$41.67	\$41.67	\$0.00	\$291.69	\$291.69	\$500.00
6080 - Bank Fees / Semi Annual Assessment Stmt	\$938.00	\$938.00	\$0.00	\$1,876.00	\$1,876.00	\$0.00	\$1,876.00
6090 - Postage / Copies / Supplies	\$1,519.95	\$1,000.00	(\$519.95)	\$5,285.62	\$7,000.00	\$1,714.38	\$12,000.00
6110 - Insurance	\$812.15	\$814.22	\$2.07	\$5,706.41	\$5,699.54	(\$6.87)	\$9,770.64
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$14,000.00	\$14,000.00	\$0.00	\$24,000.00
6170 - Website	\$0.00	\$0.00	\$0.00	\$511.73	\$500.00	(\$11.73)	\$600.00
6180 - Meeting Room Rental	\$0.00	\$33.33	\$33.33	\$50.00	\$233.31	\$183.31	\$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	\$700.00	\$700.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$159.90	\$50.00	(\$109.90)	\$1,310.69	\$350.00	(\$960.69)	\$600.00
6320 - Property Tax - Income Tax	\$0.00	\$0.00	\$0.00	\$1,522.13	\$1,100.00	(\$422.13)	\$1,100.00
6330 - Violation Fines	\$0.00	\$125.00	\$125.00	\$750.00	\$875.00	\$125.00	\$1,500.00
<u>Total General &amp; Administrative</u>	\$8,960.00	\$6,268.89	(\$2,691.11)	\$48,308.11	\$42,578.48	(\$5,729.63)	\$69,332.89
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$49,655.00	\$46,865.00	(\$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	\$0.00	\$1,000.00	\$1,000.00	\$8,410.00	\$9,250.00	\$840.00	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$250.00	\$250.00	\$0.00	\$1,750.00	\$1,750.00	\$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	\$410.00	\$250.00	(\$160.00)	\$804.39	\$1,750.00	\$945.61	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,500.00	\$0.00	\$11,150.00	\$10,500.00	(\$650.00)	\$18,000.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.33	\$83.33	\$4,150.00	\$583.31	(\$3,566.69)	\$1,000.00
6730 - On Site Maintenance Labor	\$932.40	\$1,950.00	\$1,017.60	\$6,409.15	\$13,650.00	\$7,240.85	\$23,400.00
6735 - Project Assistance Time / Labor	\$0.00	\$125.00	\$125.00	\$405.74	\$875.00	\$469.26	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.67	\$41.67	\$89.82	\$291.69	\$201.87	\$500.00
6770 - Doggie Station Services	\$334.00	\$0.00	(\$334.00)	\$2,338.00	\$0.00	(\$2,338.00)	\$0.00
6790 - General Repairs / Maintenance / Materials	\$1,616.05	\$750.00	(\$866.05)	\$2,113.14	\$5,250.00	\$3,136.86	\$9,000.00

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**7/1/2025 - 7/31/2025**

	7/1/2025 - 7/31/2025			1/1/2025 - 7/31/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6900 - Gate System Programming	\$150.00	\$150.00	\$0.00	\$1,000.00	\$1,050.00	\$50.00	\$1,800.00
6910 - Gate System Maintenance	\$1,978.00	\$208.33	(\$1,769.67)	\$5,632.91	\$1,458.31	(\$4,174.60)	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$50.00	\$50.00	\$1,305.92	\$350.00	(\$955.92)	\$600.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.67	\$416.67	\$0.00	\$2,916.69	\$2,916.69	\$5,000.00
<b>Total Grounds</b>	<b>\$13,615.45</b>	<b>\$13,470.00</b>	<b>(\$145.45)</b>	<b>\$95,314.07</b>	<b>\$96,540.00</b>	<b>\$1,225.93</b>	<b>\$178,949.31</b>
<b>Utilities</b>							
7810 - Electricity - Common Areas	\$1,853.18	\$1,916.67	\$63.49	\$11,304.94	\$13,416.69	\$2,111.75	\$23,000.00
7830 - Utilities - Phone Line	\$209.99	\$150.00	(\$59.99)	\$1,029.87	\$1,050.00	\$20.13	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$115.90	\$116.67	\$0.77	\$795.30	\$816.69	\$21.39	\$1,400.00
7850 - Utilities - Water / Sewer	\$103.25	\$104.17	\$0.92	\$716.33	\$729.19	\$12.86	\$1,250.00
<b>Total Utilities</b>	<b>\$2,282.32</b>	<b>\$2,287.51</b>	<b>\$5.19</b>	<b>\$13,846.44</b>	<b>\$16,012.57</b>	<b>\$2,166.13</b>	<b>\$27,450.00</b>
<b>Reserves</b>							
8005 - Reserves - Pooled	\$18,208.33	\$18,208.33	\$0.00	\$127,458.35	\$127,458.35	\$0.00	\$218,500.00
<b>Total Reserves</b>	<b>\$18,208.33</b>	<b>\$18,208.33</b>	<b>\$0.00</b>	<b>\$127,458.35</b>	<b>\$127,458.35</b>	<b>\$0.00</b>	<b>\$218,500.00</b>
<b>Total Expense</b>	<b>\$43,066.10</b>	<b>\$40,234.73</b>	<b>(\$2,831.37)</b>	<b>\$284,926.97</b>	<b>\$282,589.40</b>	<b>(\$2,337.57)</b>	<b>\$494,232.20</b>
Operating Net Income	\$12,085.99	\$951.29	\$11,134.70	\$26,534.23	\$5,712.72	\$20,821.51	\$0.00
Net Income	\$12,085.99	\$951.29	\$11,134.70	\$26,534.23	\$5,712.72	\$20,821.51	\$0.00