

# Sunset Lakes Homeowner Association, Inc.

Board of Directors Meeting  
June 16, 2025 - 7pm Via ZOOM

## APPROVED MINUTES

Call to Order – Julie Song called the meeting to order at 7:00 pm. Preliminary action: Julie Song ask Tim Bowlin for an update on his Board Certification. Tim Bowlin is registered and will submit certificate upon completion. \*Tim Bowlin may attend the meeting but is lawfully suspended from the Board of Directors / voting until a valid certificate is submitted

Julie Song provided verification of posting of meeting notice to include the agenda in both message boards, as well as on the website to include a zoom link for homeowners to join the meeting virtually.

### Certification of Quorum for Board Meeting

Present		
x	President	Julie Song
x	Vice President	David Diamond
x	Secretary	Tim Bowlin (pending certification)*
x	Treasurer	Ken Persson
x	Director at Large	Fernando Dominicis
x	Leland Mgmt.	Holly Flinchum, LCAM

**1. Legal Matters:** A closed session with the HOA attorney is scheduled for June 17 to review covenant language and address legal concerns.

**2. Property Manager Report:** Report was submitted to the Board earlier today. No discussion during the meeting.

### 3. Compliance Matters

- **3731 Sunward:** Motion by Julie Song to impose a fine of \$100/day (maximum \$1,000) for an unresolved fence issue. Seconded by Ken Persson. Motion passed unanimously. Case will proceed to a Fining Hearing.
- **782 Bantry:** ARC-approved door installation is proceeding as scheduled. No compliance action needed.

**4. Architectural Review Committee (ARC):** Report submitted by ARC Chair on June 16. No issues requiring Board action.

### 5. Officer Reports

#### President (Julie Song)

- **Drain Inspection (All Florida Drains):** Met June 13 with Cody Peavey. Three of seven drains show signs of dipping concern was addressed. Julie requested a maintenance program be submitted for discussion as drains have not been cleaned since 2007. If approved the work will be completed in phases and added to a long-term maintenance schedule. All drains are currently functioning properly there is one on Killarney that will be priority once Julie has submitted drainage plans to Wind River for quote for repair.
- **Entrance Accident (May 2):** A flower pot and electrical pedestal were damaged. Electric service temporarily disabled. Cost estimates are in progress and will be submitted to the responsible party, who is aware and plans to file an insurance claim.
- **Oaks 22 Tree Trimming:** Scheduled for June 17–18 to remove dead or low-hanging branches in common areas.
- **Camera Installations:** New surveillance cameras will be operational by June 20 at Sunset Lakes and Island Crossings entrances. Julie Song proposed aligning the back gate's open schedule with the main gate as a 30-day trial. Cloud-based system will allow for license plate recognition and access for board and management.
- **Island Estates Sign:** Fabrication completed. Installation expected this week.

**Vice President** - No report.

## Treasurer

- **April 2025 Financials:** Motion to approve by Ken Persson, seconded by Julie Song. Motion passed unanimously.

## Secretary

- **May 19, 2025 Meeting Minutes:** Motion to approve by Julie Song, seconded by Ken Persson. Motion passed unanimously.

**Director at Large – No report**

## 6. New Business

- **Consideration of individual Special Assessment Resolutions (3774 Sunward & 866 Limerick):** Motion by Julie Song, seconded by Ken Persson. Proper notice requirements were met. Motion passed unanimously.
- **Electronic Voting/Communication Authorization:** Motion by Julie Song, seconded by Ken Persson. Approved unanimously.
- **GetQuorum Proposal (Electronic Services):** Julie Song presented. Motion to approve 1-year contract by Julie Song, seconded by Ken Persson. Approved unanimously.
- **Camera Access:** Discussion to extend access to board, management, and maintenance personnel. No vote.
- **Meeting Frequency Change (Monthly to Bi-monthly):** Motion by David Diamond, Fernando Dominicis seconded. Discussion. Julie Song, Ken Persson, and Fernando Dominicis opposed. Motion failed.
- **Board Notification of Attorney Conversations:** Motion by David Diamond requiring President, Julie Song to notify Board by email before and after attorney communications. Second by Fernando Dominicis. Motion passed unanimously.

## 7. Unfinished Business

- **Hurricane Preparedness Policy:** Assigned to Tim Bowlin as primary contact. Maintenance, Frank Bradley designated for common areas. Looking for additional volunteer support. Aiming for completion by July meeting.

## 8. Homeowner Comments

- **Fiber Internet Inquiry:** General interest poll to be conducted by June 30.
- **Conduit Infrastructure:** Tim Meyer asked about feasibility. AT&T confirmed infrastructure is in place. Meyer expressed concern about how the absence of fiber options may impact home sales.

**Meeting Adjourned at 8:21 PM – Date of next Board meeting, July 21, 2025.**

**Sunset Lakes Homeowners Association, Inc.**  
**Balance Sheet**  
**6/30/2025**

**Assets**

Cash - Operating

1001 - Operating Account - Alliance	\$137,181.01
1070 - Operating ICS - Alliance	\$171,807.81

<u>Cash - Operating Total</u>	\$308,988.82
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Cash - Reserves

1100 - Reserve Money Market - Alliance	\$103,123.82
1170 - Reserves ICS - Alliance	\$323,228.46

<u>Cash - Reserves Total</u>	\$426,352.28
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Current Assets - Accts Receivable

1210 - Assessment Receivable	\$8,583.44
1220 - Allowance for Bad Debt	(\$8,823.60)
1250 - Violation / Fines Receivable	\$8,361.12

<u>Current Assets - Accts Receivable Total</u>	\$8,120.96
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Current Assets - Other

1420 - Prepaid Insurance: Liability / Property 11.28.25	\$4,060.67
1510 - Prepaid Expenses	\$27.05

<u>Current Assets - Other Total</u>	\$4,087.72
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<i>Assets Total</i>	\$747,549.78
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**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$9,061.72
2020 - Prepaid Assessments	\$151,063.34

<u>Liabilities Total</u>	\$160,125.06
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Reserves

3005 - Reserves - Pooled	\$394,019.78
3006 - Spent From Reserves Pooled	(\$34,775.00)
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
3081 - Spent from reserves Entrance Sign	(\$3,800.00)
3399 - Interest on Reserve Acct	\$5,172.78

<u>Reserves Total</u>	\$426,352.28
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<u>Retained Earnings</u>	\$146,624.20
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<u>Net Income</u>	\$14,448.24
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<i>Liabilities &amp; Equity Total</i>	\$747,549.78
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**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**6/1/2025 - 6/30/2025**

	6/1/2025 - 6/30/2025			1/1/2025 - 6/30/2025			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$41,186.00	\$41,186.00	\$0.00	\$247,116.10	\$247,116.10	\$0.00	\$494,232.20
4050 - Violation / Fine Income	\$0.00	\$0.00	\$0.00	\$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	\$56.24	\$0.00	\$56.24	\$542.62	\$0.00	\$542.62	\$0.00
4180 - Interest on Operating Acct	\$389.61	\$0.00	\$389.61	\$2,344.35	\$0.00	\$2,344.35	\$0.00
4190 - Interest on Reserve Acct	\$944.15	\$0.00	\$944.15	\$5,172.78	\$0.00	\$5,172.78	\$0.00
4200 - Allocate Reserve Interest	(\$944.15)	\$0.00	(\$944.15)	(\$5,172.78)	\$0.00	(\$5,172.78)	\$0.00
4380 - Gate Remote Income	\$10.00	\$0.00	\$10.00	\$802.00	\$0.00	\$802.00	\$0.00
4390 - Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$79.04	\$0.00	\$79.04	\$0.00
<u>Total Income</u>	\$41,641.85	\$41,186.00	\$455.85	\$256,309.11	\$247,116.10	\$9,193.01	\$494,232.20
<b>Total Income</b>	\$41,641.85	\$41,186.00	\$455.85	\$256,309.11	\$247,116.10	\$9,193.01	\$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	\$433.50	\$1,166.67	\$733.17	\$13,104.28	\$7,000.02	(\$6,104.26)	\$14,000.00
6050 - Other Professional Services	\$0.00	\$41.67	\$41.67	\$0.00	\$250.02	\$250.02	\$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	\$161.42	\$1,000.00	\$838.58	\$3,765.67	\$6,000.00	\$2,234.33	\$12,000.00
6110 - Insurance	\$815.71	\$814.22	(\$1.49)	\$4,894.26	\$4,885.32	(\$8.94)	\$9,770.64
6160 - Management Fees	\$2,000.00	\$2,000.00	\$0.00	\$12,000.00	\$12,000.00	\$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	\$199.98	\$149.98	\$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	\$600.00	\$600.00	\$0.00	\$1,200.00
6250 - HOA Supplies	\$1,259.30	\$50.00	(\$1,209.30)	\$1,150.79	\$300.00	(\$850.79)	\$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	\$750.00	\$0.00	\$1,500.00
<u>Total General &amp; Administrative</u>	\$4,769.93	\$5,330.89	\$560.96	\$39,348.11	\$36,309.59	(\$3,038.52)	\$69,332.89
<u>Grounds</u>							
6510 - Lawn Care / Landscaping	\$6,695.00	\$6,695.00	\$0.00	\$42,960.00	\$40,170.00	(\$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	\$4,525.00	\$1,000.00	(\$3,525.00)	\$8,410.00	\$8,250.00	(\$160.00)	\$15,000.00
6560 - Landscaping Replacement / Enhancement	\$0.00	\$250.00	\$250.00	\$0.00	\$1,500.00	\$1,500.00	\$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	\$394.39	\$1,500.00	\$1,105.61	\$3,000.00
6630 - Lakes / Ponds / Waterways	\$1,500.00	\$1,500.00	\$0.00	\$9,650.00	\$9,000.00	(\$650.00)	\$18,000.00
6720 - Stormwater Minor Repairs / Maintenance	\$0.00	\$83.33	\$83.33	\$4,150.00	\$499.98	(\$3,650.02)	\$1,000.00
6730 - On Site Maintenance Labor	\$1,052.52	\$1,950.00	\$897.48	\$5,476.75	\$11,700.00	\$6,223.25	\$23,400.00
6735 - Project Assistance Time / Labor	\$0.00	\$125.00	\$125.00	\$405.74	\$750.00	\$344.26	\$1,500.00
6750 - Locks / Keys / Signs	\$0.00	\$41.67	\$41.67	\$89.82	\$250.02	\$160.20	\$500.00
6770 - Doggie Station Services	\$334.00	\$0.00	(\$334.00)	\$2,004.00	\$0.00	(\$2,004.00)	\$0.00
6790 - General Repairs / Maintenance / Materials	\$0.00	\$750.00	\$750.00	\$497.09	\$4,500.00	\$4,002.91	\$9,000.00
6900 - Gate System Programming	\$150.00	\$150.00	\$0.00	\$850.00	\$900.00	\$50.00	\$1,800.00

**Sunset Lakes Homeowners Association, Inc.**  
**Budget Comparison Report**  
**6/1/2025 - 6/30/2025**

	6/1/2025 - 6/30/2025			1/1/2025 - 6/30/2025			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6910 - Gate System Maintenance	\$782.50	\$208.33	(\$574.17)	\$3,654.91	\$1,249.98	(\$2,404.93)	\$2,500.00
6920 - Gate / Transmitter	\$0.00	\$50.00	\$50.00	\$1,305.92	\$300.00	(\$1,005.92)	\$600.00
6930 - Sidewalk Repairs / Maintenance	\$0.00	\$416.67	\$416.67	\$0.00	\$2,500.02	\$2,500.02	\$5,000.00
<u>Total Grounds</u>	\$15,039.02	\$13,470.00	(\$1,569.02)	\$81,698.62	\$83,070.00	\$1,371.38	\$178,949.31
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$1,857.13	\$1,916.67	\$59.54	\$9,451.76	\$11,500.02	\$2,048.26	\$23,000.00
7830 - Utilities - Phone Line	\$149.99	\$150.00	\$0.01	\$819.88	\$900.00	\$80.12	\$1,800.00
7840 - Utilities - Telephone and Cell Service	\$115.90	\$116.67	\$0.77	\$679.40	\$700.02	\$20.62	\$1,400.00
7850 - Utilities - Water / Sewer	\$103.25	\$104.17	\$0.92	\$613.08	\$625.02	\$11.94	\$1,250.00
<u>Total Utilities</u>	\$2,226.27	\$2,287.51	\$61.24	\$11,564.12	\$13,725.06	\$2,160.94	\$27,450.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$18,208.33	\$18,208.33	\$0.00	\$109,250.02	\$109,250.02	\$0.00	\$218,500.00
<u>Total Reserves</u>	\$18,208.33	\$18,208.33	\$0.00	\$109,250.02	\$109,250.02	\$0.00	\$218,500.00
<b>Total Expense</b>	<b>\$40,243.55</b>	<b>\$39,296.73</b>	<b>(\$946.82)</b>	<b>\$241,860.87</b>	<b>\$242,354.67</b>	<b>\$493.80</b>	<b>\$494,232.20</b>
Operating Net Income	\$1,398.30	\$1,889.27	(\$490.97)	\$14,448.24	\$4,761.43	\$9,686.81	\$0.00
Net Income	\$1,398.30	\$1,889.27	(\$490.97)	\$14,448.24	\$4,761.43	\$9,686.81	\$0.00