

**BOARD OF DIRECTORS MEETING  
SUTTON LAKES OWNERS ASSOCIATION  
January 22, 2020  
7 pm**

- 1. Roll Call:** *Quorum established. Meeting called to order at 6:30pm.* Bill Franco- President, Ian MacKenzie- Vice President; Roman Jones- Treasurer; Misty Torres- Property Manager
- 2. President's comments:** Welcomed members to the meeting
- 3. Approval of Minutes:** December 17th, 2019
  - Motion: Roman
  - Seconded: Ian
  - All in Favor
- 4. Review and Approval of 2019 year-end Financials:** Roman Jones
  - Motion: Ian
  - Seconded: Bill
  - All in Favor

➤ Ian: small gain in operating when a loss was previously assumed.
- 5. Management Report:**
  - Pools:
    - Gazebos: everything has been submitted and items are in production
    - We were promised that the job will be completed prior to opening of the pool
    - A lockbox has been added to the on/off switch of the back-pool pump.
    - Back pool lights: the issue was not the bulbs; it was the entire wall pack. For installation of 8 new LED wall pack fixtures \$1,198 (city electrical permit included). ACTION ITEM
      - Motion to approve bid: Ian
      - Seconded: Bill
      - All in Favor
    - Back pool gate at playground: We currently do not have a gate in this area that is up to code. Plan: Install commercial grade gate w/self-closing hinges and lockable catch (like front pool). Install 1 section of the residential aluminum fence and install an industrial grade section (like the front pool) \$1055. ACTION ITEM
      - Motion to approve bid: Roman
      - Seconded: Bill
      - All in Favor

- Cell phone tower:
  - Gregg Anderson researching
- Front playground gate:
  - Install commercial grade gate with 3 self-closing hinges with lockable catch: \$715

ACTION ITEM

  - Motion to approve: Bill
  - Seconded: Ian
  - All in Favor
- Back Playground:
  - Estimated install date: week of Feb 10th.
- Board Member Search:
  - 7 showed interest
  - 2 have submitted information sheets; 2 are submitting them soon
  - Have stake signs (for Board and Compliance Committee)
- Newsletter:
  - Finalizing this week; waiting for date for pet event date confirmation (March)
- Monument sign:
  - We aren't sure how it fell
  - Getting bids to replace
- ARC Requests:
  - 1883 Knottingham Trace Ln: Roof
  - 2118 Alfa Romeo: Fence
  - 11210 Millington: Roof
  - 11181 Millington: Pool
- Financials: as of December 31st, 2019:
  - Operating: \$140,778.37
  - Union Money Market: \$87,322.66
  - TIAA Money Market: \$246,769

## 6. Old Business:

- A. Christmas lights: not happy that they kept going out this year
  - The main reason that they were going out was from the GFIs being tripped by rain and also people unplugging
  - Roman: someone needs to check the lights daily, in the upcoming years
  - Member: some trees weren't lit at all
  - We need to bid it out next season
  - Have a sit down with the companies, prior to install
- B. Add common violations to the newsletter
- C. Welcome letters started going out to new owners January 2020.
  - Every 6 months, send a letter to the rental homes to ensure they know the rules

**7. New Business: N/A**

**8. Open Forum:**

- Owner: is there a report to show if the security company is having an impact.
- An update was given in August
- A year-end report will be provided at the Annual Meeting

**9. Adjournment:** 7:29pm (Bill/Ian)