

MINUTES
SUTTON LAKES OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING— AUGUST 17, 2015
SUTTON LAKES GAZEBO
JACKSONVILLE, FL

PRESENT: President Bill Franco; Director Roman Jones Vice President Gregg Anderson; Secretary Zelma Rollins; Donald Salter, Director; Property Manager Brent Heinselman.

NOT PRESENT: Donna Vivona, Treasurer

ESTABLISH QUORUM/CALL TO ORDER: Bill Franco recognized a quorum of the Board was present and called the meeting to order at 6:33 p.m.

APPROVAL OF MINUTES – July 20, 2015 Board Meeting: Zelma Rollins moved to approve the minutes as presented. Gregg Anderson seconded and the motion was approved.

PRESIDENT'S COMMENTS:

Movie Night on July 31 at the back pool went very well despite bad weather. About 50 people were in attendance.

FINANCIAL REPORT: Brent Heinselman presented the July 2015 Month-End Financial Report, including expenses, income, and delinquencies. Zelma Rollins made a motion to accept the financial report. Don Salter seconded and the motion was carried.

PROPERTY MANAGER'S REPORT:

Grass Tech provided an estimate of \$5,500 for improvements of the common areas, along Sutton Lakes Blvd. and around the front pool. This includes tearing out all dead vegetation and replacing with mostly sod. The Board would like 2 other estimates.

COMMITTEE REPORTS:

The ARB proposed a new system for inspections and compliance. Doris Connor addressed the Board with a proposed letter, guideline, and checklist that would be referenced in the next newsletter. This information would provide owners insight as to the violations the ARB is addressing. The Board did not see the checklist as beneficial to the owners, and viewed it as an internal document. With a couple of edits, the Board is ok to proceed.

OLD BUSINESS:

Doris also informed the Board regarding plans for SuttonFest on October 11. She has begun planning for food, vendors, and volunteers.

Doris mentioned she would be ordering more chickens this year, as last year chicken ran out first and she would like to have some left over for volunteers to take home. Bill Franco made it clear that association funds should not be used to compensate volunteers. Only the food necessary should be ordered and paid for. If there happens to be left over, then it could be given away. But extra food should not be ordered just to compensate volunteers.

Treasurer Donna Vivona has not been at the last few Board meetings and the Property Manager has been reviewing the financials. The Board would like a consistent attendee to take over as Treasurer.

Gregg Anderson made a motion to replace Donna Vivona as Treasurer with Roman Jones. Zelma Rollins seconded and the motion was carried.

NEW BUSINESS:

Bill Franco proposed a 3 year extension to the Signature Realty contract. Property Manager presented the proposal to the Board. It includes no increase for the first 2 years (the last 2 years of the 5 year contract), and a small 2% increase for the last 3 years.

Gregg Anderson made a motion to accept the new contract. Roman Jones seconded and the motion was carried.

Open Forum:

Owners that live around the circle on Aston Hall were present to discuss the dying and unsightly shrubbery on the circle. Property Manager is in process of getting quotes to clean up the island.

Jim Drost presented the Board with some research on interior pool lights. The city said if the pool was originally built with lights, the lights must remain unless an engineering study is performed and the result says the lights can be removed.

Jim Drost also suggested that the minutes of the meetings be more detailed for those that cannot attend the meetings.

ADJOURNMENT: Zelma Rollins moved to adjourn the meeting at 7:57 p.m. Don Salter seconded the motion and it was unanimously approved.
