

**MINUTES
SUTTON LAKES OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING— NOVEMBER 16, 2015
SUTTON LAKES GAZEBO
JACKSONVILLE, FL**

PRESENT: President Bill Franco; Treasurer Roman Jones; Vice President Gregg Anderson; Director Donald Salter; Property Manager Brent Heinselman.

NOT PRESENT: Donna Vivona, Director; Secretary Zelma Rollins

ESTABLISH QUORUM/CALL TO ORDER: Bill Franco recognized a quorum of the Board was present and called the meeting to order at 6:35 p.m.

APPROVAL OF MINUTES – October 19, 2015 Board Meeting: Roman Jones moved to approve the minutes as presented. Don Salter seconded and the motion was approved.

PRESIDENT’S COMMENTS:

Bill Franco suggested the Board start preparing for the Annual Meeting in February.

FINANCIAL REPORT: Roman Jones presented the October 2015 Month-End Financial Report, including expenses, income, and delinquencies. Gregg Anderson made a motion to accept the financial report. Don Salter seconded and the motion was carried.

PROPERTY MANAGER’S REPORT:

All three panels of plexiglass on the info sign will be replaced with Lexan this week.

Property Manager will be following up on several issues, including violations on WDW and WDE.

GrassTech has removed most of the junipers and installed sod in its place, as well as adjusted the irrigation system.

Ponds 2 and 5 will have the fish barriers repaired. Pond 15 needs the outflow repaired.

A handyman will be installing the holiday lights/decorations.

There were many disturbances/fights in the neighborhood on Halloween, which were not referenced on the JSO report. The Board would like to ensure that Officer Spencer is aware of the incidents.

COMMITTEE REPORTS:

The ARB will be meeting to discuss the new inspection form.

OLD BUSINESS:

The Board reviewed and discussed the 2016 Budget. Possible capital improvement items include speed humps and picnic tables at the pools.

The Budget will be approved at the December meeting.

Jim Drost questioned why the Board waived small leftover fees. None of the fees were part of the assessment and the Board waived small late fees that were not cost efficient to pursue.

MOTION: The Board will consider this a one-time amnesty and will not waive fees in the future. Anderson/Salter, motion carried.

NEW BUSINESS:

Open Forum:

The Board would like Officer Spencer to continue to pursue speeders and those that park illegally.

ADJOURNMENT: Don Salter moved to adjourn the meeting at 7:32 p.m. Gregg Anderson seconded the motion and it was unanimously approved.
