



Lakes Estates (I and II) of Sarasota Homeowners Association

*A Corporation Not-for-Profit*

May 15, 2018

Board of Directors Meeting Minutes

**Call Order:** The meeting was called to order By Pam Anshutz at 8:10pm.

**Proof of Notice:** Notice was posted in accordance with the association documents and Florida Statute 720.

**Quorum:** A quorum was present with the following Board members in attendance; Secretary, Robert Clapp; Treasurer Chad Stutzman; Vice President, Pam Anshutz; and Director Rick Penney. Kelly Bruno had an excused absence. Also present was Nicole Banks of Sunstate Management.

**MINUTES: Motion** made by Chad, seconded by Rick to approve the April draft minutes as presented. Motion passed unanimously.

**FINANCIAL REPORT:**

- Chad reported from the April Financial Statements.

**New Business Report:**

- **Mailboxes-** Replacement was discussed. Uniformity is a concern.
- **Policies and Procedures-** Rick suggested that the community be sent an informative letter of policies. Pam is working on a newsletter. Pam suggested sending the guidelines to include – Collections policy, Exterior Changes Procedures, and Compliance Procedure. Sunstate will draft a collections and compliance policy for board approval.
- **Compliance-** The report was reviewed.
  - 1756 Cottonwood Trail – Final notice for brown lawn.
  - 1720 Oak Lakes – Portion of roof needs to be cleaned, front shrubs need to be replaced and lawn is brown.
  - 1875 Cottonwood Trail – Pots are not approved and broken mailbox.
- The fountain light is not working. The timer is off as well.

Under **New Business > Compliance** -- (the last item)

**Adjournment – MOTION** made by Rick, seconded by Chad to adjourn the meeting at Adjournment at 9:10pm.

**Next meeting** – June 19, 2018 at 8:00 PM.

Respectively submitted by – Nicole Banks CAM Sunstate Management