

SUNRISE OAKS PUD HOMEOWNERS ASSOCIATION, INC.

C/O TOUT MANAGEMENT, LLC.

BOARD OF DIRECTORS MEETING MINUTES

JUNE 12, 2025 – 6:00PM TO 7:00PM

COVENANT METHODIST CHURCH, 3701 S. CLYDE MORRIS BLVD., PORT ORANGE, FL 32129

DETERMINATION OF QUORUM/CALL TO ORDER: The Board of Directors meeting was called to order at 6:03PM by K. Cusumano, Vice President.

YVONNE KISS	PRESIDENT	PRESENT
KATHY CUSUMANO	VICE PRESIDENT	PRESENT
LEON SANCLEMENTE	SECRETARY/TREASURER	PRESENT
SELINA AHMADZADEH	CAM	PRESENT
EIGHT OWNERS PRESENT		

APPROVAL OF MINUTES: Motion made by L. Sanclemente, seconded by K. Cusumano, to waive the reading & approve minutes from 1/23/23; motion carried.

FINANCIALS: Management provided and reviewed the following financial statements as of 4/30/25:

- REPORTS: balance sheet reflecting an operating balance of \$35,814.00 and a reserve balance of \$44,681.29; P&L Budget Performance.
- DELINQUENCY REPORT & PROCESS: customer balance summary/collection report provided reflecting about thirteen delinquent owners as of 6/6/25. Management reviewed the collection process with the board of directors, which will begin this month for anyone with an unpaid balance as of 5/30/25.

MANAGEMENT REPORTS

- VIOLATION INSPECTION REPORT & PROCESS: the most recent inspection report was provided reflecting all owners who will be sent a letter asking for compliance. Inspections will be completed monthly and additional notices will be forthcoming if action has not been taken by the owner(s) (applicable fees will be charged). Process overview was provided and reviewed with the board of directors. After discussion, a motion was made by Y. Kiss, seconded by L. Sanclemente, to approve management to proceed with the letters and enforcement process; motion carried.

ARC REPORT

- Nothing to report.

UNFINISHED BUSINESS

- MANAGEMENT TRANSITION UPDATE: S. Ahmadzadeh, CAM from Tout management provided an introduction & overview of process for contact for owners. All transition items are nearly complete.
 - o BANKING CHANGES & PAYMENT UPDATES: new bank accounts have been established and notice of this change has been distributed. Coupon orders will be forthcoming for the 2026 year, once the budget is adopted.
- OTHER, IF ANY: None.

NEW BUSINESS

- VENDOR CONTRACT/PERFORMANCE REVIEW/DISCUSSION
 - o LANDSCAPING: Contract was provided and reviewed; there are areas of improvement for vendor performance; management to engage with vendor to address these areas. Additionally, the board must determine a new scope of work so management can obtain bids.
 - o IRRIGATION: History of zones provided by the board. Overall, there are certain areas that need to be worked on and an overall maintenance plan for regular inspections and repairs. Additionally, the landscapers may be responsible for reporting any issues to the board/management.
 - o PONDS: Ponds are okay, and no additional work is needed.
 - o OTHER: There are canals, swales, ditches, and other storm water management components that need to be reviewed due to overgrowth, flooding, lack of maintenance, and so on. This is after years of attempting to get support from other agencies/municipalities, and so on. The board and management to meet on site immediately to assess needs, obtain proposals, and determine funding needed to complete the necessary work.
- 2025/2026 PROJECTS & PLANNING DISCUSSION
 - o PROPOSED MEETING SCHEDULE: Provided to the board for review. The meetings are scheduled as follows: 8/7/25, 11/6/25 (Budget Adoption), and 2/5/26 for the Annual Meeting. This is a tentative schedule and is subject to be changed. Notices for all meetings will be posted accordingly.
 - o HURRICANE SEASON: Management provided hurricane cheat sheet with important contact information to keep handy during hurricane season.
 - o 2026 BUDGET PREPARATIONS: Management will be releasing the budget workshop dates & process to the board for shortly. The board can expect to have the proposed budget completed for the August board meeting.

BOARD MEMBER REMARKS: Nothing further to add.

OPEN FORUM: General transition questions for management.

ADJOURNMENT: Motion made by K. Cusumano, seconded by Y. Kiss, to adjourn the meeting at 7:20PM; motion carried.

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