SUNRISE OAKS PUD HOMEOWNERS ASSOCIATION, INC.

C/O TOUT MANAGEMENT, LLC.

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 7, 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 6:02PM by L. Sanclemente, Secretary/Treasurer.

YVONNE KISS	PRESIDENT	PRESENT
KATHY CUSUMANO	VICE PRESIDENT	PRESENT
LEON SANCLEMENTE	SECRETARY/TREASURER	PRESENT
ASHLEY OUSTERMAN-EMANUEL	CAM	PRESENT

NINE OWNERS PRESENT

AGENDA: Motion made by K. Cusumano, seconded by L. Sanclemente to amend the agenda to complete voting items first; motion carried.

APPROVAL OF MINUTES: Motion made by K. Cusumano, seconded by L. Sanclemente, to waive the reading & approve minutes from 6/12/25; motion carried.

PROPOSED BUDGET WORKSHEET: Budget worksheet completed. Approved to be presented to the membership as the 2026 Proposed Budget.

COMMUNITY WEBSITE: Discussion on proposals presented. Per FL Statue, a website is now required. Motion made by L. Sanclemente, seconded by Y. Kiss, to approve Crumbconnects and Tout Management; motion carried.

SWALE/DITCH/STORM WATER MAINTENANCE: Proposal presented and reviewed. A proposal from Cunningham was submitted for just the West Swale area in the amount of $7,350.00. C&C Enterprise submitted a proposal for the entire swale area in the amount of $18,900.00. C&C Enterprise, Tout Management, and Y. Kiss previously met onsite and walked the area. Y. Kiss explained the project to those present. Owners present have many questions for the vendor. The Board would like to schedule an onsite meeting with C&C Enterprise and the owners prior to work commencing.

FINANCIALS: Management provided and reviewed the following financial statements as of 6/30/25:

- REPORTS: balance sheet reflecting an operating balance of $28,905.70 and a reserve balance of $44,882.23; P&L Budget Performance.
- DELINQUENCY REPORT & PROCESS: customer balance summary/collection report provided reflecting about seven delinquent owners as of 7/16/25.

MANAGEMENT REPORTS: Management provided work product memo and violations report showing all open/closed items since last meeting.

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ARC REPORT: Nothing to report.

UNFINISHED BUSINESS

- VENDOR CONTRACT/PERFORMANCE REVIEW/DISCUSSION
    - LANDSCAPING: Scope of work to be resent to the Board for review. Trees overhanging on Richel. Trees are to be trimmed at least 10 feet high. Middle Island on Richel needs a clean-up.
    - IRRIGATION: The vendor is to submit monthly reports. Last report received was April. Management to follow up with vendor.
    - PONDS: Ponds are okay, and no additional work is needed.
    - OTHER: Nothing to report.
- 2025/2026 PROJECTS & PLANNING DISCUSSION
    - PROPOSED MEETING Completed.

- **NEW BUSINESS**
    - FALL COMMUNITY YARD SALE: Yard Sale is scheduled for November 15. Volunteers to post on Facebook page and the mailbox. Management to send email blast closer to event date.
    - FRONT ENTRY PALMS: Not sure if trimming is needed at this time. Board to review and revisit.

BOARD MEMBER REMARKS: Collection process. The Board would like to review the customer balance summary for low balances. Previous Management may have added late fees incorrectly.

OPEN FORUM:

- 3803 BM: received late fees, but payment was submitted on time.
- 3811 BM: received late fees, but payment was submitted on time.
- Owner complained of unsightly vehicles parked in the driveway.

ADJOURNMENT: Motion made by Y. Kiss, seconded by L. Sanclemente, to adjourn the meeting at 7:08PM; motion carried.

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