

**Sunrise Lakes Phase 4 Recreation  
District Meeting Minutes  
Tuesday, April 16, 2019**

- Meeting Called to order at 9:26 AM by Steve Salkin
- Pledge of Allegiance
- Supervisors in attendance were, Steve Salkin, Stan Leibowitz, Sandra Hankin, Robert Mendelow, Laurence Checca and Sheila Portney. Also, in attendance are Jim Miles, James Nyquist and Paola Criado.

**Approval of Prior Meetings Minutes**

**Motion 1:** Steve Salkin made a motion to accept the minutes from the March 19, 2019 meeting as presented . Second by Sandra Hankin. All in favor.

**Motion 2:** Steve Slakin made a motion to amend February 19, 2019 minutes and approved revised minutes. Second by Sandra Hankin. All in favor.

**Motion 3:** Steve Salin made a motion to appoint Laurence Checca as the operation's liaison regarding all building and office operations. Bob Mendelow second. All in favor.

**Motion 4:** Steve Salkin made a motion to appoint Sheila as the coordinator liaison with Incs. 1, 2 and 3 to work together with all three Incs to save money by using the same services such as the bus.

**Manager's Report March 11, 2019**

**Treasurer's Report**

Stan Leibowitz gave the Treasurer's Report.

**Old Business**

**South Florida Water Management District:** This is underway with the City and Eric Granger to get updated.

**Satellite 1 & 2 Roof Update:** This is with the attorney for final review

**Flowers to the Entrance of Nob Hill and Sunrise Lakes Blvd.:** Steve Salkin made a motion to accept proposal of \$1620.00 for 1,200 plants. Stan Leibowitz second. Motion passed unanimously.

**Tax Report Admission Ticket:** Follow-up report on admissions tax issue for theater ticket sales. Update on research. Attorney reviewed and found out that the admission tax being collected. Waiting for final reply from the tax department to find out if the tax needs to be collected. Recommendation is to wait to hear back from the higher authority and see what needs to be done. This should be put on next month's agenda.

**List of Items found Touring the 5 Satellites:** James went over a list of items that need to be addressed in the buildings 2 lists will be created. One for housekeeping and another one for maintenance.

## **New Business:**

**Discussion on Funding Parking Lot Resurfacing:** It was discussed to seek professional advise on the existing condition of the parking lots, potholes etc. and to get 1 proposal for the parking lot to see what the cost is going to be. This will help find out the condition of the parking lot, how long it may last and what the cost might be to start budgeting. Then the board can move forward with engineer and bid process.

**Funding Phase 2 Landscaping:** Discussion on funding for Phase 2 the landscaping plan (main clubhouse.) Discussion on landscaping out front of the main clubhouse and the east side hold water and should be addressed before new plants go in.

**Accounting Procedure:** Stan Leibowitz gave a presentation on accounting procedures that need to be put in place to make sure work from vendors is being done properly. Vendor, maintenance, club director, property manager should sign off before bills are paid. This would not include items such as utilities and recurring vendors such as insurance, landscaping, pool maintenance.

**Motion 5:** Stan Leibowitz made the motion to approve the new process. Steve Salkin Second. Motion approved unanimously,

## **Good & Welfare**

Meeting Adjourned at 9:57 AM.