

**SUNRISE LAKES PHASE 4 RECREATION DISTRICT**  
**Minutes of the Meeting**  
**TUESDAY January 17, 07:00 PM**  
**10102 SUNRISE LAKES BLVD**

1. **Call Meeting to Order - 7:56**
2. **Roll Call - Carried over from Rec Association Meeting - All Board Members present - Quorum**
3. **Motion To Approve Nov. 15th Meeting Minutes (1) C.V. (2) L.D. Opposed (0) Passed**
4. **Motion To Approve Agenda (1) J.D. (2) M.P. Opposed (0) Passed**
5. **Treasurer's Report**

**Manager's Report - Read by Joe Mallen District Manager -**

Managers' Report January 17, 2023 Sunrise Lakes Phase 4 Recreation District

The following will summarize activities since our last report November 2022

**Main clubhouse**

Pool heater fixed, water now at 87'

Working with Russell's Pool Service and State to allow nighttime swim @ Clubhouse

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Pool deck hours extended to close of Clubhouse 10:30pm Both bathrooms remodeled  
Front entrance resurfaced  
HD Security Cameras installed

Gym A/C is pending a 3<sup>rd</sup> bid, now with 2.5 ton instead of 3.5 ton unit •

Finalizing work on Swipe Card entry for main Clubhouse

Gym windows tinted to cut down the heat in the afternoon. If that job goes well, we will schedule Billiard room (others) to be tinted

Billiard tables serviced

Cutters Edge Landscaping meeting to review scope of work & expectations Gathering bids to repair walkways that have tree root damage

**Satellites**

Pools and Clubhouse remain open

Satellite 2 A/C motor for air handler fixed

Light globes replaced as needed around pool areas

Satellite 4 pool resurfacing from green to blue (diamond brite) pending approval Sat 4 & 5  
bathroom remodel proposed simultaneously  
HD Camera upgrade approved, waiting on equipment delivery

### **Common Areas**

Lobby furniture ordered and expected to deliver in mid/late February Plan to paint interior walls of lobby  
Pool furniture at Clubhouse & Satellites scheduled for repair

### **General**

Continuing to work with staff and build relationships-Holiday lunch Reviewing CDM training/certification for myself with Ethics Commission

We thank you for your continued support and confidence as your District Manager. Respectfully submitted,  
Joseph Mallen

Sunrise Lakes Phase 4 Recreation District District Manager

### **Chairperson's Report**

Chairperson's Report January 17, 2023

Happy New Year Neighbors, Fellow Board Members & Staff,

Although, the Recreation District ended its Fiscal Year on September 30th, we just recently received our Financials for that period. I am excited to announce that excluding the Capital Funds Expenditures, the District was able to end the 2022/2023 Fiscal Year Operating Budget with a \$269,000 surplus under Budget. On behalf of the Board & Owners, we would like extend our gratitude to our wonderful staff and vendors for helping our goals come to fruition.

In 2022/2023 we hope to continue the momentum by implementing other cost savings ideas that will hit our bottom line and save the owners money while continuing to make improvements to our beautiful facilities.

Updates since our last meeting in November are as follows:

1. We are working on making improvements to the WI-FI Network at the Main Clubhouse.  
New equipment has been ordered to enhance the Wi-Fi signals.
2. We have hired Rene Puig to assist in the office and as the District Manager's Administrative Assistant. Welcome aboard, Rene

3. I am happy to announce that through much effort, persistence and cooperation, we have been able to work with Juda & Eskew to resolve our Accounting issues. As of this moment, we plan on continuing our working relationship with Juda & Eskew.
4. We are exploring opportunities with an Insurance Broker who specialize in Special District polices, that will hopefully introduce cost savings to our District Insurance.
5. Our Website is up and running. In the next month or so we will focus on some modifications and Improvements.
6. Online ticket sales are active and increasing.
7. Front desk card reader is close to being finalized.
8. The implementation of Quickbooks in the office, requires that all revenue is accounted for online and properly recorded on the G/L. We are now able to perform cost analysis on our theater shows and dances for profit and loss.
9. Response to owner who requested lane swimming during off peak hours in the main clubhouse swimming. Although, its a great idea, the cost would be prohibitive. Requires, modifications to pool to meet DOH codes.

### **Social Director's Report**

Marian discussed past and current upcoming shows.

### **Old Business**

**Night Swimming Permit - Joe Mallen - sealed engineers scope of work and permit certification has been submitted to the Depart of Health. Will await further instructions from Dept of Health. Cost of installation has been reduced substantially from \$35,000 to a range of \$5,000 to \$6,000. Currently, there is not plan to implement night swimming at satellites.**

A comment was made by owner Neil Kay on the process of obtaining the lighting required to allow nighttime swimming. He suggested the District purchase the lights and install on their own in accordance with the procedures. Yvonne responded that as part of her fiduciary responsibility the District would not install any lights on their own without the proper protocols and approvals from the agencies responsible for monitoring and approving the required permits.

A owner requested a date as to when night swimming would resume. Yvonne commented that there were no guarantees that the District would be approve. Approval is contingent on Depart of Health. The owner commented further that Phase 3 has night time swimming. She wanted to know how it was possible that they had it and that the District contact them as to how they were able to accomplish night time swimming. Yvonne responded that the District was aware of the protocols for obtaining the night time swimming certificate, so there was no need to contact Phase 3.

Satellite 2 occupancy - Yvonne commented on a past motion passed unanimously by the Board requesting that Inc 1 have Campbell Property Management vacate Satellite 1. There were comments as to other alternatives. Carolyn Hill the President of Inc 1 agreed to meet with Yvonne and Joe to discuss the matter further.

### New Business

Motion to Approve Joe Mallen as the District Manager (1) G.S (2) C.V Opposed (0) Passed

Motion to Approve Employee Revised Paid Time Off (1) G.S (2) M.P Opposed (0) Passed

Elections - The District Attorney announced the following candidates for the upcoming February Rec District Supervisor's Elections:

Inc 1 - Jorge DelPino - Unchallenged - Jorge will remain on the Board for another 2 year term.

Inc 2 - No Candidates forms were received for Inc 2

Inc 3 - Yvonne Hepler and Stanley Liebowitz will be on the Ballot

State of Florida Ethics Commission - Joe Mallen, explained that Form 1 must be filed by current Board Supervisors and Candidates on an annual calendar. Yvonne commented that Form 1 filers must also request to remove their information, once they have left office or are no longer a candidate.

Stanley Liebowitz, owner - comment that the form used to remove the information from the Commission of Ethics Webiste is Form 1 F

**Committee For Procurement of New District Auditor - This matter was canceled as the auditor has committed to submitting our annual audit on time. The District was not in compliance in 2021 due to the failure of the Auditor to submit the information by the required date, although the District make every effort to ensure that the Audit would be submitted as mandated. It was pointed out that this is the last year of the 3 year contract signed with Frank Horkey & Associates.**

**Motion to cancel Stanley Convergent Alarms at Satellites (1) (2)  
Opposed (0) Passed**

**Discussion - Yvonne commented that with the new installation of HD cameras in the satellites there would be no need to continue the services of Stanley Alarms in the satellites, saving the District approximately \$7,000 annually. Currently the first contact with Stanley Alarms is the District's Security Service, if no response then a call is made to Sunrise Police Department. The app for the new system has been downloaded to Security, District Manager and 2 Board Supervisors for contacts in the event there is an issue at one of the satellites. Historically, the District has not had any issues with burglary at the satellites.**

**Operating & Capital Funds Investments - Jorge DelPino - commented on the operating and Capital funds swept and held in ICS/Promontory account. Funds earmarked for Capital projects primarily, can be invested in interest bearing short term bonds, potentially producing interest revenues between \$75,000 to \$100,000 annual.**

**The matter was discussed with the accountant and the attorney and there is no reason not to invest this money on behalf of the owners.**

**The attorney commented that Special Districts have to follow guidelines set forward for the investment and suggested the District look into a State program for government organizations only that would allow the District to take advantage offers/investments for Special District. The Board Supervisors all agreed that this would be a good idea. The attorney will work on getting the information require to move forward with the investments. Will update owners in our March meeting.**

### **Good & Welfare**

**Owner Kim Smith, cited concerns at Satellite 2 regarding the use of the facility by a person who may or may not be an owner. She express concerns about the lack of security presence to address her concern and wanted further explanation on what services Inc 1 owner's were paying 1,3M for. She also commented on several issues that were HOA related and not under the jurisdiction of the Rec District.**

**Yvonne responded that her concerns were valid and the District has had several issues with Security and the monitoring of guests passes. Discussion have taken place with the owner of our current security company and they are being address. It was also pointed out, that unless we are made of aware of when the person in question is using the facilities, we are not able to address the problem if the security already has make its round. Ms. Smith stated the would follow through with an email providing more**

information. Yvonne invited Ms. Smith to make an appointment to go over the operating expenses with her.

Lisabeth Valencia, President of the Latin Club read a letter to the Board Supervisors asking that the Supervisors would consider allowing the drinking of alcohol and the serving of food in the Board Meeting room.

Comments were made by Latin Club members stating that the latin dances produced revenue for the clubhouse. Yvonne responded that average proceeds on the dances were approximately \$144 a dance from the guests pass fees. Yvonne went on further to explain that the club was requesting to change the rules, to allow the latin club to have dances 12 months of the year. Yvonne explained that every opportunity was given to the owners to participate in the revisions of the Rules & Regulations. The rules stated 4 dances a year and the remaining 8 would be given by the clubhouse with the profit going to the all the owners and not solely the members in the Latin Club. Yvonne commented that as Chair and a member of the Latin Club. she represented all the owners and in her opinion it was not fair that all 2536 unit owners had to subsidize the cost of the wear, tear, bathroom cleaning and utilities, while the members of the Latin club enjoyed the profits. The Latin Club was offered the opportunity to raise funds through afternoon dances and bingo. It was agreed that the Latin Club Board Member would meet with Marion, Joe and Yvonne to discuss further.

Comments were made by Rules & Regulations committee members, Liz Chapel, Cindy Pardo, Sid Hepler and Mary Ann Caseles - explaining the logic applied to the Rules & Regulations when the rules were formed for the Clubs. One of the main concerns was the wear and tear of the banquet room. Also, the profits solely not being share by all owners.

**Adjourn meeting- 10:05 PM. (1) C.V (2) G.S. Opposed (0) Passed**