

SUNSET INC.

Board of Directors Meeting
July 20, 2017 9:00 a.m.

Todd Dawson called the meeting to order. Diane Linton called the roll. Todd Dawson and Bob Collins were in the office. Marilyn Henkel, Diane Linton, Craig D'Angelo and Wayne Porter attended by phone. Steve Walz – Owner #400, Member of the Elevator Modernization Committee and Cheryl Walz – Owner #400 were in the Office.

Secretary's Report

The minutes of the June 15, 2017 Board Meeting were approved electronically on June 28, 2017 and posted on the website. Todd Dawson had moved and Diane Linton seconded to approve the Minutes as written. Motion carried with a 4-0 electronic vote. The Board confirmed the approved minutes and was pleased with the advanced approval process, to get the timely information posted for Owners to review.

Treasurer's Report

The Financial Statements for June 30, 2017 were not ready for Board review and approval. Treasurer Marilyn Henkel preferred that she review the statements before formal approval. The Board was in favor of providing time for Marilyn Henkel to review the documents. Todd Dawson said the Board can review and approve the Financial Statements at the next meeting or earlier by electronic vote.

Presidents Report:

Todd Dawson reported on the following topics:

1. Unapproved Signage: An owner had posted 2 signs which said Wash Sand Off Feet and POOL CLOSES at 9:00pm. All signage must be approved by the Board before being posted. These signs were removed.

Manager's Report:

Bob Collins reported on the following topics.

1. Light Fixtures: The Tiki Hut and Parking Lot Lights from the rooftop have been installed. No complaints have been experienced by the Beach or Turtle Conservation Group thus far. The lot lighting provides great illumination for the parking area. Bob shared that the decorative light fixtures needed to be replaced in the parking lot and bar-b-q area. Bob had sent 18" x 9" lighting fixture ideas for the Board to review. Six fixtures will be needed for the parking lot. Bar b q lights were in the \$180.00 range while the Parking lighting were up to \$800.00 per fixture. Marilyn Henkel had suggested that Dave and Donna Vieceli be involved in the selection process. The Board shared its concern that

the lights need to hold up under the harsh Gulf environment. Final light fixtures will be approved by electronic approval or at the next Board meeting.

2. Pavers: The paver sealing project is still on hold due to the high volume of moisture and humidity. The pavers need to dry out before sealing can be accomplished. Goldy will be back to clean and seal the pavers after a 3 day dry period.
3. Parking Lot Light Damage: Bob Collins will be making repairs where a paver lighting column was damaged. Bob will disassemble the structure, take pictures, and ensure electrical conduit and wiring is secure before rebuilding. Expenses for the repairs will be paid for by the individual who caused the damage.
4. Beach Sand in Rocks and Lawn: During the past several months, beach sand has blown into Sunset's beach boulders and into the lawn. The sand has pushed itself all the way to the pool fencing. Bob continues to move some sand. However, it has exceeded 15" in height in some areas and grass has begun to grow on top. The pool fence has actually acted as a drift fence adding to the problem. Bob feels that it will take machinery to move the sand to level the turf. Dave and Donna Vieceli will also be invited to join the conversation for a resolution to the problem.
5. Verizon Project Status: The Verizon project continues to remain at a standstill with several small items to be accomplished. The major work is done so little to no inconvenience remains to be experienced by Sunset. Sunset is already receiving rent payments from Verizon so project completion is not an issue.
6. Lobby Renovation: Lloyd Shroyer has communicated with several Board members to move forward with the Lobby renovations. The Board remains united in holding off on any major work until after the elevator modernization project is completed. Should areas need painting that would be fine. However, the Board will not approve thousands to be spent only to be torn up during next year's elevator installation.

Elevator Modernization Report:

1. Steve, Walz, member of the Elevator Modernization Committee reported on the progress of the elevator specification writing. Bob Offerman is writing the final elevator specifications for Sunset but has not completed. Chairman, Lloyd Shroyer, has been pushing Bob but does not want to slow any progress. While reviewing the elevator space Bob Offerman noticed that the new motor and breaking mechanism would not fit when the elevators are at the top floor so alternative equipment has been selected. The Board did not want to renovate the roof of the Elevator house to provide the additional space needed. Elevator specifications will be written with non-proprietary parts, so service and parts availability will never be an issue. Specifications are to reach the Board by next week for review. The Board remains available for any conference call or special meeting with Bob for questions or clarification. Once the plan is approved then Bob Offerman will coordinate the bid letting process.

Old Business:

1. #3 Stack Screens: Bob Collins secured a contractor to make the repairs and screen replacements in the #03 stack and neighboring units. The replacement screens have finally been installed. The screen replacement took 5 hours of lift usage. Bob feels all issues are now resolved. Unit #903 will be responsible for all expenses incurred in making the screen replacement. Diane Linton will send correspondence to the Shrits thanking them for their cooperation in the completed screen project.
2. Jalousie Door Status: The contractor still has 2 jalousie doors ordered for Sunset owners. The two remaining doors are being made to fit the openings at the respective Sunset unit. Units #105 and #403 are patiently awaiting their new jalousie doors.
3. Sunset Documents: Todd reported that he has been communicating with Deboest on the modification and updates to the Sunset Condominium Documents. Todd had Deboest utilize his converted Word documents of the original Sunset Docs. The Articles of Incorporation, Declaration and By-laws will be provided to the Board in Red-Line format to show the changes that were proposed to be made. After final review the docs will be presented for Owner approval.
4. Irrigation at Manager's Residence: The bids were reviewed and a contractor selected to adjust the irrigation system. Repairs were made so as to redirect the spray away from the AC unit at the manager's residence. The issue was resolved.
5. Michelle Marker Engagement: Michelle has been secured for the Lobby design and renovation process. The Board would invite Michelle to work on concepts for a Jan/Feb 2018 timeframe for plan design review.

New Business:

No New Business was discussed.

Owner Comments:

1. Board Member Craig D'Angelo requested that the Board consider contacting FPL to move any electrical pole and transformers that reside near the Sunset Pool. Craig shared his concern with the dangers of above ground electrical components especially near pool environments. The poles are weathered and are in questionable condition. Bob Collins will contact FPL for a potential meeting on location with Craig D'Angelo to suggest a replacement or burying of the electrical service.
2. Owner Steve Walz requested a clarification on Pet Registration. He wanted to know the timeframe to register a pet before arrival, one week or two? Diane Linton felt it would take two weeks to get the pet registered and ready for a smooth arrival plan. Renter and Owner registration forms are located on the Sunset website and Bob was going to make forms available in his office.

With no further topics to be brought before the Board, Diane Linton moved and Marilyn Henkel seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Wayne M. Porter

Wayne M. Porter
Recording Secretary

The next scheduled Board Meeting of Sunset will be held on August 17, 2017 at 9:00 a.m.