

SUNSET INC.

Board of Directors Meeting
June 15, 2017 9:00 a.m.

Todd Dawson called the meeting to order. Diane Linton called the roll. Todd Dawson, Marilyn Henkel, Diane Linton, Craig D'Angelo and Wayne Porter attended by phone. Bob Collins was in the office. Lloyd Shroyer – Owner #802, Chairman of the Elevator Modernization Committee attended by phone.

Secretary's Report

The minutes of the May 2, 2017 Board Meeting were reviewed. Marilyn Henkel moved and Todd Dawson seconded to approve the Minutes as written. Motion carried.

Treasurer's Report

The Financial Statements for April 30, 2017 were reviewed. Todd Dawson moved and Diane Linton seconded to approve the April 2017 Financial Statements for Sunset Inc. Motion carried. Treasurer Marilyn Henkel made a motion to enter into contract with Premium Assignment Corp. The total amount of the 5 insurance policies is \$56,773.02 which covers property, general liability, directors, crime and umbrella all due June 7, 2017. A cash down payment of \$19,870.56 was made to Gulfshore Insurance on June 7, 2017. The amount to be financed is \$37,031.96@4.47% 10 payments of \$3,779.49. The first payment is due July 7, 2017. Todd Dawson seconded. Motion carried. Marilyn Henkel reported that while the 2017 – 2018 insurance premiums were higher they were within the Sunset Inc. budget. Todd Dawson reported that Sunset's deductible was adjusted from 3% to 2% which reduces Sunset's exposure should a major weather event occur.

Presidents Report:

Todd Dawson reported that his topics would be covered under Old Business.

Manager's Report:

Bob Collins reported on the following topics.

1. Pavers: The paver sealing project is on hold due to the high volume of rain. The pavers need to dry out before sealing can be accomplished. Goldy will be back to clean and seal the pavers after a 48 hour dry period.
2. Verizon Project Status: Verizon is 85% completed with their project at Sunset with the major work completed. Verizon is waiting on the correct panels to arrive to be installed. Also, the holes in the building have been patched and painted where the electrical hookup was improperly installed.
3. Parking Lot Light Damage: A Sunset owner, unit #400, backed into a paver lighting column and damaged the structure. Cheryl Walz asked for an estimate to make repairs

and agreed to pay for the repair. Goldy will make the repairs to the damaged column. The light is still in working order.

4. Light Fixtures: Bob shared with the Board that the light fixtures needed to be replaced in the parking lot and bar-b-q lighting areas. Bob is securing bronze lights for the bar-b-q area to match the pillars. Six other fixtures will be needed for the parking lot. The Board shared its concern that the lights need to hold up under the harsh beach environment. Bob will continue to research and match all lights.
5. Pool Condition: The pool is back in shape after the heavy rains. Chemical balance and cleanliness is all in order. The location for the pool thermostat is leaking and needs to be repaired. Bob will take care of the leak unless it becomes a more challenging fix.
6. Pool Bathrooms: The pool bathrooms will be painted in a beachy beige look. New sinks and faucets have already been installed.
7. Shuffle Board Benches: The benches have arrived and have been placed by the shuffle board area. The benches look great and match the vibe of Sunset. The Board discussed that there are no puck stops at the end of the court. The Board concluded that it is better not to have a tripping hazard for players and guests.

Elevator Modernization Report:

1. Lloyd Shroyer reported on the elevator modernization progress. On June 2, 2017 Bob Collins, Steve Walz and Lloyd Shroyer met with Bob Offerman to discuss the preliminary specifications for Sunset's two new elevators. The committee discussed the plan to go forward with the spec writing and bid letting process. In 3 -4 weeks the committee will present the plan to the Board for review. Bob Offerman will write the final elevator specification and assist in the bid process. Specifications are to be written with non-proprietary parts, so service and parts availability is never an issue. Bob Offerman will be at Sunset today to secure measurements and other information. The plan is to offer the opportunity for 4 elevator contractors to bid on the elevator modernization project. Thyssenkrupp, Taylor, Oracle and General Elevator are the four companies that will receive a bid package. The Board agreed that Todd Dawson should be in contact with Thyssenkrupp, Sunset's elevator service provider, to inform them of the future elevator modernization project and possible suspension of service. The installation goal of new elevators will be May 1 – Oct 30, 2018. Marilyn Henkel discussed the timing of information to Owners and the determination of a special assessment to assist in project payment. Lloyd Shroyer agreed that communication with the owners is important. Lloyd also informed the Board that he, as well as others, have visited several newer elevator installs at other condo units on the beach. Lloyd has agreed to write an article for the Sunset Newsletter to keep owners informed of the elevator modernization project. The Board is pleased with Lloyd and his committee and their progress. It was also discussed what potential pricing difference it would make if Sunset delayed until a 2019 installation. The concern for safety with the current elevators was discussed based on the reliability and lack of replacement parts should a breakdown occur.
2. Marilyn Henkel discussed the installation of a new back-up generator for the new elevator project. Sunset has only 1 quote and would prefer other generator proposals

to secure a competitive installation price. Bob Offerman should be informed of the new generator type and specs to comply with back-up elevator operation. This topic was tabled until the next meeting.

New Business:

1. Michelle Marker Engagement: The Board reviewed a proposal from Michelle Marker for Interior Design advice in regards to the Lobby and Elevator Cab décor. The assistance would be secured as new elevators and Lobby improvements are made. The Board welcomed outside ideas on these areas of improvement. Marilyn Henkel moved and Diane Linton seconded to approve the proposal from Michelle Marker for interior design assistance. Motion carried. The proposal is for 20 hours of consulting at \$1,500.00. A retainer of \$375.00 will be sent to secure Michelle's time with Sunset.

Old Business:

1. #3 Stack Screens: The Board shared its continued concern with the lack of attention from unit #903 and the Contractor regarding screen replacement in the #03 stack. The staining and damage from level 9 on down to level 1 was caused by a contractor's careless regard for remodel cleanup. The Board also expressed concern for other neighboring screens beyond the 03 stack that were impacted as well. Communication with the Shrits were reviewed and a move forward plan was determined. Sunset will complete the repairs and replacements then send the bill to the Shrits. Todd Dawson and Diane Linton will co-pen a letter informing the Shrits of their financial responsibility and obligation to Sunset and its fellow owners. The Shrits have failed to secure a remedy after one year and Sunset must bring this issue to a close. Bob Collins will secure the contractor to make the repairs and screen replacements. Bob has been asked to photograph the damages and document the repairs made.
2. T-Mobile Contract: Todd Dawson has negotiated a new contract with T-Mobile. The new rate is a 10% reduction in income for Sunset, but was much better than T-Mobile's proposed dramatically reduced rate. Sunset will be receiving \$3,500.00 per month beginning in November of 2017 when the new contract will take effect.
3. Sunset Documents: Todd reported that he has been communicating with Deboest on the modification and updates to the Sunset Condominium Documents. Todd encouraged Deboest to utilize Sunset Condo Word documents as a template to begin the update process. Deboest will make the appropriate changes and edits to bring the condo docs up to date. While the changes are not dramatic, Deboest was secured to accomplish the document updates. Deboest suggested that he make himself available at the 2018 Annual Owner's Meeting to explain the changes and updates. The Board agreed that his attendance should not be necessary.
4. Jalousie Door Status: The contractor has installed 3 of the 5 jalousie doors ordered by the owners. The other two remaining doors are being remade to fit the openings at the respective Sunset unit. Units #105 and #403 are patiently awaiting their new jalousie doors.

5. Irrigation at Manager's Residence: Bob has secured a quote from Integrity to make the adjustments in irrigation for \$730.00. Integrity is higher than the rate that Donna Vieceli had secured from another source. Donna Vieceli, Chairman of the Landscaping Committee, will compare bids and get the repairs made so as to redirect the spray away from the AC unit at the manager's residence.
6. Board Minutes, Pre Approval: Wayne Porter discussed the opportunity to pre approve Board Minutes before the next board meeting. Because the current Board topics are of high importance it would be best to publish sooner. Getting them approved and posted before the next meeting would be great so owners are up to date with important topics. The Board agreed to Test the new approval process. Each Board Member would receive minutes 3-5 days after the meeting and review and make edit suggestions. After ample time for edits and review the Board would cast an email vote for approval. The approved minutes would then be posted on the website before the next Board meeting.
7. Pet Registration: Diane Linton reported that not all Owner pets are registered with Sunset. Diane suggested that a notice be sent to remind pet owners to register with Sunset and with the County if in Florida for 30+ days. Currently the registered pets are with Walz, Henkel, Bates and Taylor. As pets return this fall, the pet registrations will need to be secured.

Owner Comments:

Lloyd Shroyer commented on the following 3 topics:

1. Email 03 Owners: Lloyd suggested it was important to inform the owners in the 03 stack of the progress and proposed screen replacement timeline. They have lived with this issue for a year with little to no information. The Board agreed to the communication.
2. Sand in Lawn: Lloyd said the sand in the lawn by the pool was a cause for concern as it keeps stacking up. The sand has drifted to 3-4 inches with some areas possibly in the 1.5 foot depth. Bob has shoveled the drift with slow progress as it continue to mount. There needs to be a plan to remove and maintain the lawn area with sand issues.
3. Pool Plex Fence: Lloyd reported that the plex fence is scuffed, foggy and needs to be replaced. Bob will secure a price for replacing the plex so a clear view will return. The Board thanked Lloyd for his suggestions.

With no further topics to be brought before the Board, Todd Dawson moved and Diane Linton 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 July 20, 2017 at 9:00 a.m.