

# SUNSET INC.

## Board of Directors/Owners Meeting Condo Documents

May 24, 2018 9:00 a.m.

Todd Dawson called the meeting to order. Lloyd Shroyer called the roll. Steve Walz was in the office. Todd Dawson, Wayne Porter and Lloyd Shroyer attended by phone. Gregg Parrish was absent. Owner Marilyn Henkel, unit #804, owner Doug Cardwell, unit #404 and owners Doug & Patsy Daniel, unit #205 were in the office.

President Todd Dawson welcomed all and wished to confirm that proper meeting notice was mailed to each owner 14+ days before. The mailing went out on April 30, 2018. Todd also confirmed that this Condo Document meeting was being recorded.

President Todd Dawson asked to confirm that a quorum existed to officially conduct the meeting. A total of 54 envelopes were received so the meeting could be conducted. With no further envelopes found in the mailbox before the meeting Todd Dawson closed the collection of Proxy envelopes.

Representing the Proxy Counting Committee are Marilyn Henkel, Patsy Daniel and Steve Walz. Steve opened all envelopes while Marilyn and Patsy would verify owner signature and vote of YES or NO. The unit number was announced and the voting preference recorded. The proxy letters were then placed in a Yes or No vote pile. Each yes/no were counted to verify accuracy. President Todd Dawson asked again for another count. The proxies were counted 3 times. The total of Yes proxies were 34 and the No proxies were 20. With 34 Yes votes the Condo Documents will be made official.

President Todd Dawson said that he would get with Richard DeBoest, Sunset's Attorney, to prepare the documents for signature. Once signed he will record the Articles, By-Laws and Declaration. Upon recording, the documents become the new governing documents of Sunset Inc. and will be put on our website for access by owners. Todd also asked that the proxies be placed in an envelope and filed in the office per Association guidelines.

President Todd Dawson asked for any comments:

- Marilyn Henkel was pleased with the Yes votes and the approval of the new documents. Marilyn wished to thank the Board, volunteers and owners who gave input for the newly approved documents. Marilyn especially thanked Todd Dawson for his tireless efforts with each document edits and consulting with our attorney, Richard DeBoest.
- Vice President and Recording Secretary Wayne Porter asked that the Proxy Votes be electronically scanned to keep on file separate of the originals.

- Secretary Lloyd Shroyer asked for clarification on already leased units with pets. Pets will be allowed under a previously executed lease for the rented unit. After the lease period is up no future pets would be allowed for renters.

President Todd Dawson concluded the Sunset Board/Owners Meeting.

With no further topics to be brought before the Board and Owners, Lloyd Shroyer moved and Steve Walz 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 June 27, 2018 at 9:00 a.m.