

SUNSET INC.

Board of Directors Meeting
December 20, 2022, 9:00 a.m. EST

Mark Hilton called the meeting to order at 9:06 am EST. Linda Durst called the roll. Mark Hilton, Emidio Carrico, Stacy Howard, and Linda Durst attended the meeting by phone. Many of the owners attended the meeting by phone.

Mark Hilton confirmed that proper notice was emailed to owners on December 17, 2022. The meeting is also being recorded.

Confirmation of a Quorum:

Mark Hilton confirmed with 4 of the 5 active board members present the quorum requirements were satisfied, and the meeting can be held.

President's Report

- Mark Hilton made a motion to accept Crowther Roofing proposal of \$488,800.00 on tower building and \$29,500.00 for lightning protection (this additional amount would meet current lightning protection codes). Mark Hilton asked for comments/questions from the board.
- Stacey Howard and Emidio Carrico asked for additional information on the lightning protection descriptions and cost. Mark Hilton will contact Crowther Roofing for clarification.
- Emidio Carrico asked about payment terms. Mark Hilton stated that there is no down payment. Progress payments will be due when demo is complete, mid-way, and after final inspection. Emidio Carrico suggested that there be clarification in the contract for final payment after 100% completion.
- Crowther Roofing is requesting that all equipment be installed on roof before they begin.
- There is no estimation on when the work will start after the contract is signed.
- Stacey Howard asked about what monies are available in the reserve fund for roof replacement. Emidio Carrico responded that there is little money available for roof replacement.
- Mark Hilton made a motion to accept the Crowther Roofing proposal as submitted and include a special assessment to be determined at a later date. Emidio Carrico seconded. Vote taken and Stacey Howard, Mark Hilton, Emidio Carrico, and Linda Durst with ayes. Motion carries.

Mark Hilton made a motion to have Bronson Cooling to sanitize A/C ducts for \$23,100. Mark Hilton asked the board for input.

- Mist would be sprayed in each unit and the A/C units and fans will circulate the mist. Rick agreed that this needs to be done now before the sheet rock hung and that insurance would cover this expense.
- Emidio Carrico explained that there is available funds for the down payment of \$10,000.

- Mark Hilton made a motion to accept the bid from Bronson Cooling for \$23,100 for sanitation of A/C ducts. Linda Durst seconded. Vote taken and Stacey Howard, Mark Hilton, Emidio Carrico, and Linda Durst with ayes. Motion carries.

Mark Hilton made a motion that we accept the proposal from MECA Engineering for \$77954.30 to commence work on engineering plans for permits. Board members were emailed details including time frames. Mark Hilton asked for comments from the board members.

- Discussion about the role of LCM with engineering concerns. LCM did a structural review for \$5000.00 and verbally stated that they found no structural issues. Their report should be coming soon.
- Mark Hilton suggested that MECA would support Sunset with engineering plans, permits, and permit submissions. MECA is familiar with permitting in Fort Myers Beach. It is uncertain whether insurance (wind or flood) will pay for an engineering study.
- The down payment is \$10,000.
- Engineers for wind insurance will be on-site January 16-18, 2023. These engineers will not provide drawings or permits.
- Mark Hilton made a motion to accept the bid for \$77,954.30 from MECA Engineering to commence work on engineering plans, permits, and permit submission. Emidio Carrico seconded. Vote taken and Stacey Howard, Mark Hilton, Emidio Carrico, and Linda Durst with ayes. Motion carries.

It has been 78 days post Hurricane Ian with no advance payments from the wind and flood insurance. Waiting for the payment from flood insurance for the garage. Mark Hilton continues to work on these issues.

Owners Comments:

The meeting was open to the owners present and all questions and concerns were addressed.

With no further topics to be brought before the Board, Mark Hilton moved to adjourn the meeting. Emidio Carrico seconded. Vote taken Emidio Carrico, Stacey Howard, and Mark Hilton with ayes. Motion carries. The meeting was adjourned by motion and the recording was stopped.

Respectfully submitted,

Linda Durst

Linda Durst, Sunset Secretary