

# SUNSET INC.

Board of Directors Meeting  
October 31, 2019 9:00 a.m.

Todd Dawson called the meeting to order. Lloyd Shroyer called the role. Todd Dawson, Lloyd Shroyer, and Mark Bishopp attended by phone. Bob Collins was in the office. No owners were present in the office.

Todd Dawson welcomed all and confirmed that proper notice was posted on October 28<sup>th</sup>, 2019 and was forwarded via email as a courtesy to the owners. The meeting is also being recorded.

## Confirmation of a Quorum:

- Todd Dawson confirmed that with 3 of the 5 Directors in attendance the quorum requirements were satisfied and the meeting can be held.

## Secretary's Report

- Todd Dawson made a motion to approve and post the minutes from the August 29th board meeting previously circulated. Mark Bishopp seconded the motion and the motion carried.

## Treasurers Report

- The August and September financial report was reviewed and discussed. Based on the report we are over in the areas that have been previously discussed but we are making improvement on the operating budget. Todd Dawson moved to accept the financial report provided by Steve Walz. Lloyd Shroyer seconded the motion and the motion carried.

## Presidents Report:

- Budget process. Todd Dawson spoke with our accountant and acknowledged that he and Steve Walz are working on the first draft. The Board needs to make sure that our accountant and Steve are aware of large projects intended for the coming year.
- The Annual Meeting is scheduled for the February 19<sup>th</sup>, 2019. We will need to get the initial notice and election materials prepped as the first Notice needs to go out in December. Lloyd Shroyer and Todd Dawson will coordinate the materials. Fortunately, our new Declaration and By-Laws allow for the emailing of Notices which will save Sunset money and time.

### Manager's Report:

- The Board was provided an updated spreadsheet listing the current projects as well as those that were pending. Specific comments to that list are as follows:
  - The pool separator is leaking and needs to be replaced. We have a backup; however, it is larger than the old one and may need to be extended into the noodle box to accommodate the larger size. The Board approved Bob moving forward with installing the new separator and modifying the noodle box if needed and can be safe.
  - New bumpers were installed around the area that we put our trash dumpsters. Instead of just replacing our cement bumpers when they break up we will explore using solid poly bumpers. The Board approved the purchase of the solid poly bumpers along the shuffleboard court to see how they look and we can watch to see how they wear during the summer.
  - The backflow valve in unit 405 was leaking and needed to be replaced. The valve is part of the building that is Sunset's responsibility to repair and replace. There are 24 such valves in the building. As they are all original, we need to watch for future leaks and possibly make a determination if replacement in bulk is prudent.

### Landscape Committee Report

- No report.

### Social Committee Reports:

No report.

### Old Business:

- Underbuilding Parking Painting – A summary of the quotes was received and shared with the Board. In light of the budget and other priorities we will wait on this item for the moment and bring it up later. Lloyd Shroyer was driving the quotes and will check out references and see if he can visit sites from the contractors. For now, this is on hold.
- Advance Paver Claim – We have received word that Advanced is finally willing to settle. Todd Dawson will follow up with our attorney.
- TV/Internet: - We received a quote from Comcast and USA Wireless. We are awaiting a quote from Century Link for TV and possibly internet. Lloyd was told that Dan Linton, Diane Linton's nephew has experience in this area and is willing to talk with us. Todd Dawson will contact Dan and will also bump Century Link to get their quote.
- Stairway project – We are awaiting the results from the engineering study on the stairway pans.

Owner Comments: No owners were present.

With no further topics to be brought before the Board, Todd Dawson moved, and Lloyd Shroyer seconded a motion to adjourn the meeting. Motion carried.

Respectfully Submitted,

*Lloyd Shroyer*

Lloyd Shroyer, Sunset Secretary

The next Board Meeting is tentatively scheduled for Thursday December 10, 2019 at 9:00 a.m.