

SUNSET INC.

Board of Directors Meeting Special Session – Elevator Specifications August 10, 2017 10:30 a.m.

Todd Dawson called the meeting to order. Wayne Porter, Bob Collins and Steve Walz – Owner #400, member of the Elevator Modernization Committee were in the office. Todd Dawson, Marilyn Henkel, Diane Linton and Lloyd Shroyer – Owner #802, Chairman of the Elevator Modernization Committee were on the phone.

The Purpose of the meeting was for the Board to officially review and approve the Sunset Elevator Modernization specifications, written by Bob Offerman of R.A.O. Elevator Inspection Service. Bob Offerman was not in attendance.

Diane Linton was pleased with the detailed written specifications and thorough approach provided by Bob Offerman.

Marilyn Henkel had a question regarding the Telephone service into each elevator cab and the use of one dedicated line. The existing service line will be used to connect to the emergency communication device in each cab.

Marilyn Henkel also questioned the warranty of the proposed new elevator installation.

Marilyn expressed concern as to the timely nature of the service to keep the new cabs in operation. The bid would allow for a 1 year warranty to be covered by the elevator company who installs the new lifts. Warranty issues would be serviced during normal working hours with emergency repairs on an expedited schedule.

Sunset currently has Thyssenkrupp as its elevator service provider. The 5 year contract will be suspended during the first year operation of the new elevators then in effect after the warranty period is over.

Lloyd Shroyer said the specifications are written to utilize common non-proprietary parts so parts will be easily accessible for quick fixes.

Diane Linton commended Lloyd, Steve and Bob Collins on their fabulous work on the elevator plan. Bob Offerman, along with the Elevator Modernization committee did an excellent job on Sunset's elevator specifications.

Todd Dawson informed the Board that it should review and officially approve the specifications. Once approved Bob Offerman will distribute the approved specifications to Thyssenkrupp, Otis, Oracle and General Elevator. Todd would like the bids to come back to Bob Offerman and Sunset as they are completed.

Wayne Porter stated that he would hope that the Board and Committee remain confidential with any bids before all are turned in. It is important that pricing not be shared with companies yet to return their bids.

Todd Dawson said he would entertain a motion for the approval of Sunset's Elevator Modernization Specifications. Marilyn Henkel moved and Diane Linton seconded to approve the specifications. Motion Carried.

Todd Dawson asked Lloyd Shroyer to contact Bob Offerman and inform him of the specification approval.

Bob Offerman will then send specifications for bid pricing. Bids are expected to return within 45 days.

Todd Dawson anticipates visits from each of the elevator companies to view the Sunset elevator area. Todd wanted one of the members of the elevator modernization committee to escort each elevator company during a walk through.

Steve Walz asked the Board if they had any idea of the financial investment from each of the unit owners. Marilyn Henkel will be working with Sunset's Accountant to determine a fair assessment based on Sunset's elevator investment. The Board will ultimately determine the amount to be charged to unit owners.

With no further topics to be brought before the Board, the elevator specifications meeting was properly adjourned.

Respectfully Submitted,

Wayne M. Porter

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Recording Secretary