

SUNSET INC.

Board of Directors Meeting Condo Documents – Rules and Regulations January 9, 2018 2:00 p.m.

Todd Dawson called the meeting to order for the purpose of consulting with Sunset's Attorney and to review Sunset's Condominium Documents - Rules and Regulations. Todd Dawson, Diane Linton and Wayne Porter were on the phone, Steve Walz attended by phone. Craig D'Angelo was absent. Owners Jack McGuirk, Karen Spake and Dave & Donna Vieceli were in the office.

President Todd Dawson thanked everyone for their attendance and suggested that the Board review the Rules and Regulations for potential updates. The Sunset Board had already reviewed the Articles of Incorporation, Bi-Laws and Declaration of Condominium documents at a previous meeting. Todd reported that Richard DeBoest, Sunset's Attorney, would be joining the meeting later to explain the Condo Document review and approval process.

Todd Dawson and the Board discussed the following elements of the Rules and Regulations document:

- Safety: Safety of the owner and guests of Sunset is of utmost importance. Specific items discussed were no clutter or personal items outside the owner's unit or storage cage, use of elevators by children, no clutter in the lobby or exit stairwells, no playing, rollerblading or skateboarding in the parking lot and general fire protection topics.
- Parking: The parking lot is controlled by specific spaces for each unit. Under building and parking lot schematics are posted in the lobby and online. No commercial signage should be on display on vehicles parked in the Sunset compound and no oversized vehicles, motorhomes or boats shall be permissible. Todd ask to inform owners of this rule in a future newsletter. This is not a renter's problem but an owner's lack of knowledge. A parking clause and its rule should be a part of the rental contract along with a copy of the rules. The use of the Sunset campus by owners when their unit is rented and bicycle storage concluded the parking discussions.

Richard DeBoest enters the meeting to explain the process for condo document process.

Todd Dawson welcomed Mr. DeBoest and invited him to take the floor and explain the Condo Document approval process.

Richard DeBoest presented the following:

A Condominium Association would call for a 'town hall' meeting to explain the proposed document changes to its owners and provide the opportunity for discussions. With owner input changes and additions may be made to the proposed document. However, no voting would take place at that time. The goal of the meeting is to get a general consensus on the

main theme of the Condo Documents. After adequate time for owner review the documents a Proxy would be sent out for vote to approve or disapprove of the new documents. The vote is for the complete document and not certain elements within.

Mr. DeBoest said most elements are easily agreed upon. However, the most controversial topics are typically Pets, Parking and Leasing. These 'Hot Button' issues are carved out and focused on to formalize with passable language. Once the hot button language is refined then it will be added to the Declaration of the Sunset Documents.

Todd Dawson asked if all 4 documents are recorded. Mr. DeBoest stated that the Rules and Regulations are a Board controlled document and are rarely recorded. The board can adjust or change rules at any time a modification is approved by the Board. However, any hot button elements that are also written in the Declaration cannot be change by the Board and must have a simple majority by owners to approve a change. While these issues are included in the Rules and Regulations of the condo documents the Board cannot change them.

Mr. DeBoest repeated that all heavy topics should be put in the Declaration to prevent the Board from changing a hot button rule. Diane Linton asked if the 2010 Pet Amendment was placed in the Declaration and Rules documents. Mr. DeBoest confirmed it was placed in both documents. Regarding new amendments, like the proposed pet amendment of 2017, even though had a majority vote of 31 – 29, did not have a simple majority of 34 votes in favor.

Todd Dawson said that Sunset has four documents to be updated, the Articles of Incorporation, Bi-Laws, Declaration and Rules. Again, hot button issues will be placed in the Declaration and Rules and Regulations.

Mr. DeBoest asked the Board and Owners what they would like the pet policy to be. Pet(s), size, weight, renters? What is a pet? Dog, cat, bird, fish, etc.? Mr. DeBoest said he would send Todd Dawson samples of other association pet rules for Sunset to review. He said pet policies could exclude birds or fish.

Steve Walz commented that he had no problem with the current pet policy as clarified in the rules and would support a change to the rules preventing renters with pets. Mr. DeBoest said you could do that.

Karen Spake asked regarding Service Dogs. Mr. DeBoest said if an individual with a service dog has a doctor's slip, it is allowed to be at Sunset. Any rule cannot prevent that from happening.

Diane Linton asked regarding a no smoking policy. Mr. DeBoest said that no smoking rules are common. He said you can say smoking is ok in an enclosed unit. However, when the smoker opens up the unit the smoke will dissipate and annoy others. Sunset could provide a specific smoking area outside but prevent inside. Todd suggested that if we move to a no smoking policy that we head towards a non-smoking complex with no grandfathering allowed.

Dave Vieceli asked if the rules are not recorded then who can change them. Mr. DeBoest said that the Board is responsible for the rules. If the unit owners want any rule to be secured they should have it put in the Declaration.

In the end the Sunset Owners need to be in agreement on each of the 4 document and will be voted upon. Specific carve out topics would be placed in both the declaration and rules. Owners will receive a redline document to review before the town hall meeting.

With that, Mr. DeBoest thanked those in attendance and concluded his presentation.

With Richard DeBoest exiting the meeting the board returned to the Rules and Regulation Document points of interest.

- **Recreational Facility:** The pool area is a place of enjoyment, but also an area controlled by health and safety regulations. Pool times and adult supervision of children were discussed. No head first diving, no loud cell phone conversations or loud radios or large floating devices will be permitted. Cleanliness condition along with infant diapers are necessary. The Tiki Huts are also an area of rules with no grilling allowed as well as no loud noises. The shuffle board courts also have times available to owners and guests and renters.
- **Change of Exterior Appearance:** Sunset also likes a desired consistent look about the campus. Sunset controls all exterior openings in the building and approval is needed before a project advances. Also no exterior antennas are allowed or beach towel drying on railings.
- **Signs and Displays:** No permanent signs shall be allowed at Sunset and concerns about Open House signage is discussed.
- **Use of Apartments and Common Areas:** Stairwells are to be free of any personal items which includes beach chairs, umbrellas, etc. Also, any common area like hallways, walkways, lobbies and stairwells should be free of personal items. Sundays and holidays are not days for commercial work in the units.
- **Garbage and Trash:** Garbage removal and recycling services are supplied by Sunset.
- **Pets:** Language must be updated to meet 2010 language and other verbiage consistent with the simple majority of unit owners. Pet rules are specific regarding the size of allowed pet and the responsibility of the pet owner. Visitors with pets may be defined along with the elimination of renters with pets. Pet rules will be a 'carve out'.
- **Occupancy:** Limit to 6 persons per Florida Law unless owner is occupying. Rules need to mirror Declaration.
- **Registration:** Clarify that registration must happen immediately. Need to explain, due to Safety and Security reasons.
- **Access to Units:** Unit owners must supply keys or key code numbers to Sunset Inc. for access.
- **Floor Coverings:** Owners must ask for permission to change floorcovering in their unit. Use of sound barriers must be used when going from carpet to tile. The timing of

contractor work is also controlled and regulated to eliminate noise for owners, guests and renters. Contractor noise may be a 'carve out' on the document.

- Children: Permitted but not to be an annoyance.
- Maintenance and Security Manager: This employee works from 7:00 am till 2:30 pm. 5 days a week Monday – Friday. This manager has the authority to enforce rules and regulations. The manager is not available for unit owner's personal needs.
- Open Houses: An owner may have an open house to help sell a unit. Only a sign can be used at the road during the open house (1:00 pm – 4:00 pm) hours. Two persons must represent the event. One at the door to allow access and direction and the other in the unit. Only 2 open houses per month is allowed.
- Smoking: Smoking will not be permitted in Sunset units, lanais or common areas. Smoking will only be allowed in designated areas around the campus.
- Complaints: Owners and Guests must abide by the rules and regulations of Sunset Inc. Sunset has a complaint process to deal with violations at Sunset.
- Radon Gas information is added to the rules and regulations.

President Todd Dawson will clean and edit all documents to present to Richard DeBoest. Once Deboest approves the content of the final draft then the Board will confirm all changes and edits.

Dave Vieceli asked if the owners are going to receive a redline copies to see the actual changes to the documents. Owners will receive the Condo Documents before the annual meeting. DeBoest will then present the new documents at the Annual Meeting for Owner understanding and feedback. Final approval by owners will happen at a later date.

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

Respectfully Submitted,

Wayne M. Porter

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Recording Secretary