

# SUNSET INC.

Board of Directors Meeting  
August 16, 2018 9:00 a.m.

Todd Dawson called the meeting to order and called the roll for Lloyd Shroyer. Todd Dawson, Steve Walz, and Gregg Parrish attended by phone. Wayne Porter and Lloyd Shroyer were absent. Bob Collins was in the office.

President Todd Dawson welcomed all and wished to confirm that proper notice was given and the meeting's agenda was posted. The meeting is also being recorded.

## Secretary's Report

- Todd Dawson confirmed that the Minutes of the July 19, 2018 meeting were electronically approved on July 30, 2018. Todd Dawson moved and Steve Walz seconded the electronic approval of the July 2018 Minutes. Motion carried. The meeting minutes will be posted on the Sunset website.
- Todd reported that the articles for the Sunset Newsletter should be turned in by the end of August. Todd asked Steve to report on the financial outlook of Sunset. Todd also reported that Bob will have his report along with the Presidents and Secretary's article to complete the newsletter. Bob said that if anything in his article conflicts with other reports feel free to edit.

## Treasurers Report

- Treasurer Steve Walz presented the Financial Statements for July 31, 2018 and were reviewed by the Board. Steve reported that the financial are running according to budget. The operating fund on page 3 is \$5,123.76 under year to date. On page 4 the replacement fund is running \$155,000.00 under budget. However, Irma and an elevator payment of \$128,000.00 will pull the amount closer to budget. The generator expense is running over budget but will improve as the T-Mobile payment for their generator portion is received. Steve asked for a motion to approve the July 2018 Financial Report. Todd Dawson moved and Steve Walz seconded to approve the July Financial Statements. Motion carried. Todd did clarify that with 3 board members present a quorum exists and business can officially be conducted.

## Presidents Report:

Todd Dawson reported on the following information:

- T-Mobile Generator Payment: Sunset has received a contract from T-Mobile committing them for a one-time payment of \$36,000.00 to Sunset for the new generator. T-Mobile will also be paying for \$1,000.00 per year for maintenance and fuel fees going forward. Todd Dawson reviewed the contract and then turned the document over to Richard

DeBoest, Sunset's Attorney, for one final look before execution. Todd then sent off the red-lined version two weeks ago for T-Mobile to review. One major change to the document was to require Sunset to insure coverage on the new generator. Todd reported to T-Mobile that we have coverage on the complex and would not apply for additional coverage. Todd has hopes that by the next board meeting we will be in receipt of the signed contract along with the \$36,000.00 payment from T-Mobile.

- Lobby AC Approval: The Board gave Bob preliminary approval to start the lobby AC project. Todd Dawson moved and Steve Walz seconded the lobby AC project and to have Bob select his preferred provider. Motion carried. The two quotes were only \$100.00 a part.

### Manager's Report:

Bob Collins reported on the following topics.

1. Generator Update: The new generator project is complete. The Fire Marshall came out to inspect the generator installation, generator room along with the transfer switch and other wiring conduit. There are two issues that need attention. Foam needs to be sprayed into penetration holes in the wall and the 6" opening needs to be finished to original condition. Steve suggested that Bob finish the stucco. Steve asked if the installation looked good. Bob said the installation looks as good as they did a pretty nice job installing the muffler penetrating the wall 6" with a nice weather cap. A nice professional job. Steve also asked if the sound of the machine was noisier or quieter than the old. Bob said it is a loud machine but he felt that it was about the same sound level as the older unit. Bob reported that he was instructed on the transfer switch operation to observe if we are still are on line and actually load testing. It is a simple process with the new computer board.
2. Pavers: There is no update on the pavers. Bob has sent photos, but no action by Advanced Disposal has taken place. This is the 3<sup>rd</sup> time Bob has communicated and still no response. No response from the town as well as Bob has copied them on the communication. The last communication with Advance was months ago and they knew of the open claim with Sunset. But no response to date. Todd agreed with Bob to send another email today to Advance. Todd asked the Board if they wanted DeBoest to tackle the issue. Bob said that he would write the email more firmly this time and that the Board is getting impatient with the lack of response and action. Todd will review the email before sending. Gregg Parrish suggested that Bob write a letter with firm details stating he would turn it over to the Board if not heard from within 3 days. Gregg also suggested that it be sent by registered letter with return receipt requested. Gregg also said with that we are building a case and suggested we write to corporate as well. Todd agreed with Gregg's position and if no action then we will contact out attorney.
3. Pool Staining: There are no other stains in the pool besides the ones that were reported. It is thought that the staining is from rebar rust from the pool construction. Bob said that one spot seems to be getting darker. There are 9 spots the size of a cigarette on the pool bottom. Bob thought that pumping acid though a pole on the spot may remove the stain. However, if it is rebar then that would not work. The condition

of the pool is good while other neighbors are shutting theirs down for black algae. Todd added that the pool is not the priority with all the other projects going on and asked Bob to focus on the lobby improvements.

4. Fire Panel: The new fire panel has yet to be installed in the Lobby. Bob reported that the new panel is in the shop and ready to install. However, they do not have it permitted. Steve asked if the panel is smaller than the current or could be relocated. Bob said there was another junction box to be moved as well. Also, a new phone box needs to be installed in the lobby to communicate with the elevators and that is of significant size. Bob Offerman suggested to install in the equipment room, but only if approved by Fire Inspector.
5. Smoke Detectors: When Bob built the ceiling for the cart room he lowered it but did not bring the fire strobe down to the new ceiling. Bob will find out whether it needs relocated or just install a new one. Todd feels it needs dropped down to the new level.
6. Leak in Pump Room: Bob says one of the big shutoffs for the water was leaking. It was attempted to be repaired but began leaking again. Bob has called a firm to repair the packing or replace the valve.
7. Lobby Refresh: Victor and his crew and cleaning up the surface for the new tile to be installed. Tile will be installed beginning tonight. Victor will install short runs of tile, let them dry and then apply more and let dry. He just does not want people stepping on the new tiles until set. Steve asked if there will be a transition from the lobby into the cart room. Yes there will be a 3/8" transition and Bob will adjust doors or whatever it takes complete the room. Bob has also repaired the ceilings in the lobby. Bob also said once the tile is installed he will tear down the old tile, install the new and put in the new light fixtures. Gregg asked if we are staying on budget with the lobby project. Bob thought we were on target with the budget even with the cart room construction.

#### Landscape Committee Report:

- Native Tec: Todd reported that Native Tec has made changes to the plans per our request. The plan shows the south side trash entrance. The goal is to go forward with the permitting process for the trash entrance. Gregg Parrish moved and Steve Walz seconded to approve Native Tec to move forward in getting the southern entrance for trash permitted.
- Storm Water Mitigation: Todd reported that the current plan is to not move forward with additional studied from Native Tec to reduce our current charge per month. Todd stated that we have spent more than enough funds for a topic that does not appear to be increasing in the near future.
- Sunset Trees: The tree removal was already performed by Lance. He has also trimmed all the trees on the property, but has not stumped the two trees that were taken down. Bob says the property looks good after the day and a half service by Lance.
- Roadway Progress: The closest construction barrel is down near the Assentation Church. They have not made progress this way. The Cabbage Palm was discussed to relocate or take down. Also to transplant the others is \$500.00 per tree. Steve would

like to transplant the Cabbage Palm. It would be \$300.00 to cut down. The group prefers to keep and transplant. Bob has been asked to keep the Board informed.

### Architectural Committee:

The following details were discussed.

- Metal Artwork: The condition of the artwork is impacted by the South Florida weather. Diane was assured that the artwork would take the elements. However the artwork is losing. There is a new piece that will replace the old once Diane and David return.

### Old Business:

- Internet Form Refresh: Todd reported that he has sent updates to Wayne that need to be changed on the website. Those changes will be made to mirror the new language on the Condo Documents. Just minor rewording will take place with approval not needed.
- Complaint Procedure: Todd reported that he is currently working on the procedures and will send that out to the Board for feedback. The goal is to review, make edits and approve at the next meeting.

### New Business:

- Unit #804 Floor Covering: The new owner of #804 has submitted the form for flooring approval and will utilize the sound guard product under the new tile flooring for sound deadening purposes. Gregg Parrish moved and Steve Walz
- Social Committee: Todd announced that Jack and Pat McGuirk would like to step down as social committee chairs. Pat and Jack have served so well for Sunset and have provided many opportunities for social gatherings and competitive events. Thank You to the McGuirk's. Todd asked for suggestions for the replacement. Todd will post the opening and email owners in hopes that a couple couples would step up.
- Access Panel for Front Door: Bob informed Steve that a firm has made upgrades to the front door access panel to make a better entrance experience. The invoice will be \$600.00 to make the improvements.
- 2019 Sunset Budget: While it may be a little early Todd would like to get together to discuss 2019 budget items.

### Owner Comments:

- No owners were present for the meeting.

With no further topics to be brought before the Board, Gregg Parrish 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 September 20, 2018 at 9:00 a.m.