

SUNSET INC.

Board of Directors Meeting
May 2, 2017 9:00 a.m.

Todd Dawson called the meeting to order. Diane Linton called the roll. Marilyn Henkel, Diane Linton and Bob Collins were in the office. Todd Dawson, Craig D'Angelo & Wayne Porter were on the phone. Dave Vieceli – Owner #404 & #800, past Board Member and President, Donna Vieceli – Owner #405 & #800, Chairman of the Architectural Committee, Lloyd Shroyer – Owner #802, Chairman of the Elevator Modernization Committee, Shane Fancher – Owner #103 & #900 and Steve Walz – Owner #400 were in attendance.

President Todd Dawson requested that an adjustment in the order of meeting reports be permitted to accommodate everyone's schedule.

Manager's Report:

Bob Collins reported on the following topics.

1. Generator Update: As part of the elevator modernization our consultant also suggested that we need to upgrade or replace the generator. Sunset has received the first of three generator replacement proposals. Metro Power Systems, which currently services Sunset's backup generator, was the first to quote. Bob expects 2 more in the near future. The new generator would operate required functions during a power outage. The generator would activate a power transfer switch to operate the West Elevator, AC unit and Fire Protection Panel. Once all bids are in the Board will review and consider the contractor for future installation.
2. Pool Inspection: The Sunset Pool passed its inspection recently. However, Bob did report that he discovered algae growth spots that needed to be taken care of. The Board agreed that Bob should shut down the pool on Wednesday and Thursday in order to treat the algae issue with a granular shock. Bob is to check next door to see if our Owners, Renters and Guests may use their pool for the 2 closure days.
3. Defibrillator: Bob reported that an article of interest was found in the News Press regarding Defibrillators located at association buildings. The article discussed the pros and cons of having a defibrillator along with the potential liability. Training is a must for users along with maintenance schedules for battery replacements. Bob will forward the article to the Board for review. Marilyn Henkel will check with Sunset's Insurance Company for their opinion on Defibrillators on the Sunset campus.
4. Verizon Project Status: The contractor for Verizon has the crane on site to lift the Verizon generator to the top of Sunset. The crane should be gone by Wednesday. The in ground tank has also been installed for the generator fuel. Goldy should be at Sunset on Thursday to begin the paver brick replacement process and the cleaning & sealing of the parking lot.
5. Jalousie Door Replacements: Jalousie doors are to arrive at Sunset soon for the unit owners who have ordered. The process has been slow and difficult. Four or five doors

are made with additional material to arrive for project completion. The Board requested that Bob push the supplier to complete the project as soon as possible.

6. Service Dogs: Bob has been in contact with Carlos Point Condo and their dealing with Service Dogs. No service dogs will be denied. However, appropriate certificate & paperwork must be in hand to prove Service Dog status.

Elevator Report:

1. Lloyd Shroyer, Chairman of the Elevator Modernization Committee, reported on the initial progress of the elevator project. Once the specifications are submitted to Sunset from Robert Offerman of R.A.O Elevator Inspection then the Board and Committee can review and disperse for bids. Lloyd will report back to the Board as specifications are received.

Insurance Report

Marilyn Henkel made the motion to enter into contract with IPFS Corp. in the amount of \$43,630.35 for Tower flood policy with American Bankers Ins. Co of Florida. The total amount of the policy is \$48,309.00 and was due 4-24-2017. A cash down payment has been made of \$4,830.90 to Gulfshore Ins. on 4-11-2017. The amount financed is \$43,630.35 @ 5.3% 7 payments of \$6,343.51. The first payment will be made 5-24-2017. Wayne Porter seconded the motion. Motion carried.

Treasurer's Report

The Financial Statements for February 28, 2017 were reviewed. Diane Linton moved and Todd Dawson seconded to approve the February 2017 Financial Statements for Sunset Inc. Motion carried. The Financial Statements for March 31, 2017 were reviewed. Diane Linton moved and Craig D'Angelo seconded to approve the March 2017 Financial Statements for Sunset Inc. Motion carried. Marilyn Henkel reported that Sunset has received the February, March and April lease payments from Verizon.

Secretary's Report

The minutes of the March 9, 2017 Board Meeting were reviewed. Marilyn Henkel moved and Diane Linton seconded to approve the Minutes as corrected. Motion carried.

Presidents Report:

Todd Dawson reported that his talking points would be covered under the Old and New Business agenda items.

Architectural Report:

1. Donna Vieceli reported that she would like to step down as Chairman of the Architectural Committee. Jean Albinger and Diane Linton are currently members of the Committee and have volunteered to help with the Lobby renovation. The Board discussed possible additions to the committee. Donna did report that she would

continue with her Landscaping efforts for Sunset. Donna suggested that a split happen with the committee keeping Building Architectural and Landscaping as separate focuses. Donna had proposed an annual \$3,000.00 budget for plants and mulch. The Board requested that Donna submit a mission statement and responsibilities for such a committee, then submit to the Board for consideration. Dave Vieceli informed the Board that the Sunset plantings out near Estero at Sunset's entrance will be destroyed as the Boulevard improvements out front pass by. Once the construction is complete then new plantings and design will take place.

Old Business:

1. #3 Stack Screens: Todd Dawson shared his concern with the lack of attention from unit #903 and the Contractor regarding screen replacement in the #03 stack. The staining and damage from level 9 on down to level 1 was caused by a contractor's careless regard for remodel cleanup. Discussions with #903 along with a letter shared the Board's disappointment with the lack of progress. Randa Shrit is blaming the contractor. However, with the damage to units below it is ultimately #903's responsibility to make good on the damage. The contractor has failed to acquire a high lift to accomplish the screen replacement. Diane Linton will reach out to Randa Shrit to share the Board's concern for this near year old issue. The Board sent a letter to the Shrit's indicating that if the screens were not replaced by the end of June that the Board would hire the original screen installer and have the screens installed and bill the 903 owners.
2. T-Mobile Contract: Todd Dawson reported that he had sent to the Board a proposal for T-Mobile to consider. The Board agreed that Todd should approach T-Mobile with his proposal so as to not drastically reduce the antennae lease revenues which benefits Sunset. A motion by Todd Dawson and seconded by Diane Linton for President Todd Dawson to contact T-Mobile and negotiate on Sunset's behalf. The Board would be pleased if lease payments would only be reduced by 10%.
3. FPL Claim: Todd Dawson reported that he had been in contact with Florida Power & Light regarding Sunset's claim for loss of equipment during a power outage. FPL verbally reported that a fire on a pole caused the outage. A follow up letter from FPL now states that the power loss was caused by an act of God and FPL will not pay the claim to Sunset. Todd is pressing FPL to reimburse as Sunset's position is the transformer failure caused the fire and power outage.
4. Pet Registration: Diane Linton reported that new Pet Registration forms have been developed to assist in the registration for Owners with Pets and Renters that have permission to bring their pet to Sunset. The new forms also have the responsibilities of Pet owners while at Sunset and the regulations, (licensing and vaccinations) enforced by the City of Ft Myers Beach and Lee County. Marilyn Henkel moved and Craig D'Angelo seconded to approve the new Sunset Pet registration forms. Motion carried. The new forms will be posted on the website. Diane Linton will be the keeper of the Pet Records.

Craig D'Angelo left the meeting.

New Business:

1. Insurance Premiums: Marilyn Henkel reported that the Insurance premium for Flood increased by \$2,100.00 over the previous year. Other policies will arrive soon for future coverage. The policy documents will be analyzed carefully to be certain no coverages are lost or omitted for Sunset Inc. coverages.
2. Sunset Documents: Todd Dawson reported that in order for the Sunset Condo Docs to be current with Florida Law he asked the Board for their opinions on updating. Wayne and Diane agreed that the Documents, which date back several decades should be professionally updated. Marilyn Henkel disagreed with the opinion and wished that the update would be delayed. While Todd Dawson spent considerable time reviewing the docs he preferred to work with Florida Attorney Deboest to complete the initial update the Documents. The Deboest proposal was at an initial update price of \$4,000.00. Any additional time needed by Deboest would be charged at a rate of \$375.00 per hour. Sunset has 4 documents which control the corporation that would be updated. With no further discussion Diane Linton moved and Wayne Porter seconded to have Todd Dawson work with the proposal from Deboest to complete the initial update at the proposed \$4,000.00. The total amount of the project will exceed the initial \$4000 and be dependent on how much revision is requested and attorney time required by Sunset. Todd Dawson, Wayne Porter and Diane Linton voted in favor. Marilyn Henkel abstained from the vote. Motion carried 3-0-1. The update will be a lengthy process with possible approval at the February 2018 Annual Meeting or later. The current Sunset Condo Documents can be found on the website.
3. Sunset Inc. File Scanning: Sunset is required, by Florida Law, to maintain all agendas and minutes for the life of the organization. Sunset is in compliance totally with this requirement. Because of space restrictions of some 40 years of agendas and minutes, It was discussed that Sunset research the possibility of having all filed documents electronically scanned in order to preserve our past history. Sunset has budgeted \$9,000.00 for Condo Docs and part of the fund could be used to accomplish this task. However, no direction has been initiated thus far because of other prioritized projects. The topic was discussed and tabled for a future Board meeting. Sunset Inc. is in complete compliance with Florida Law by having all Agendas and Minutes on file.
4. Irrigation at Manager's Residence: The replacement of the Manager's AC Unit has caused the Board to consider a modification to the irrigation system. The watering of landscaping caused the extreme damage to the previous AC unit. The irrigation watering needs to be redirected to prevent accelerated damage to the new AC unit. Marilyn Henkel moved and Diane Linton seconded not to exceed \$500.00 in the irrigation adjustments. Motion carried. Dave and Donna Vieceli were asked to coordinate the relocation of heads and spray pattern. Donna said she had received a proposal from True Green. The Board felt we should also consider the current irrigation specialist that Sunset currently uses.
5. Cable Issues – Quality and Billing: Several Owners at Sunset have complained about the TV signal quality provided by Comcast. In most cases each condo has the older RG cable

used primarily for the older cable systems. Three of the units actually had Comcast come out and rewire their units. The Board discussed the opportunity of having Comcast consider updating the whole building. Sunset's association actually contracts Basic Cable TV signal to all units from Comcast. The Board felt that at the next contract period to negotiate with Comcast Xfinity. Another problem is the billing. Sunset pays for all basic TV signal. However, units can contract for Telephone and Internet service from Comcast. But Comcast is ignoring the basic paid and charging unit owners \$119.00 for the bundle. Sunset will sit down with Comcast at contract time to work out these issues.

6. Fining Procedure: It was discussed that when Condo Documents are updated that the rules are more clear and the Fining and Appeal process be more defined. That way if an issue does arise it can be dealt with in a more professional manor.
7. Parking: Diane Linton and Donna Vieceli shared with the Board the possibility of the use of hang tags to designate Owners, Renters and Guests who park at Sunset. During peak season spaces are hard to come by as the building is close to capacity. Also, Contractors and Housekeeping services battle for spaces as well. The Board asked for a presentation, with detail, at a future meeting to propose a parking plan of action.
8. Newsletter Mailing Email: Sunset in the past made all communication by mail. Now with email most correspondence is done via email. The Board agreed that this method should be encouraged as it saves document printing and mailing expenses. Along with email, the Condo Docs, Pet Registration Forms, Newsletters, Minutes, etc. can be found on the Sunset website. www.Sunset-condominium.com Unit owners can open the documents, view and even print off if needed. The new condo docs, when updated, will be place on the website as well.
9. Renovation Restrictions December – April: The Board discussed the possibility of restricting any renovations and remodels during the peak season of December – April. The Board is concerned with contractor noise and mess along with parking limitations. The Board also discussed a possible limited time period for any one project to be completed. The topic was tabled for future discussion.
10. Unit #403 Remodel: The Board was informed that the owners of #403 would like to Tile both Bathrooms and install new Windows. Diane Linton moved and Marilyn Henkel seconded to approve the renovation request by unit #403. Motion carried. All tile will be placed on a sound barrier as required.

Owner Comments:

- Shane Fancher reported that he had hired a cleaner to detail the Elevator Lobby and Common Walkway area on his half of the two unit floors. Shane reported that the floors were swept & mopped, spider webs removed, railings were cleaned, ac units detailed and window sills wiped. Mr. Fancher shared his support for a professional cleaning on a regular basis. Shane paid \$100.00 per floor to freshen up the appearance. The Board shared their appreciation for his attention to detail and his efforts. Sunset had received a cleaning proposal in the past, but just for the stairwells. The Board agreed to secure a professional cleaning proposal to consider for the common areas of Sunset.

- Shane Fancher also discussed the growing population of Service Dogs. He discussed that should Sunset encounter this in the future, the Board should consider charging a registration fee or a cleaning fee for the pet. The Board needs to require official Service Dog documents, signed by a Physician or Practicing Health Care Provider. Service Dogs cannot be restricted from staying regardless of the size. The Board appreciated the topic of concern and will investigate.

With no further topics to be brought before the Board, Diane Linton moved and Todd Dawson 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 June 15, 2017 at 9:00 a.m.