

SUNSET INC.

Board of Directors Meeting
August 17, 2017 9:00 a.m.

Todd Dawson called the meeting to order. Diane Linton called the roll. Bob Collins was in the office. Todd Dawson, Marilyn Henkel, Diane Linton, Craig D'Angelo and Wayne Porter attended by phone. Steve Walz – Owner #400, Member of the Elevator Modernization Committee was in the Office.

Secretary's Report

The minutes of the July 20, 2017 Board Meeting were approved electronically on July 31, 2017 and posted on the website. Todd Dawson had moved and Diane Linton seconded to approve the Minutes as written. Motion carried with a 4-0 electronic vote. The Board confirmed the approved minutes and posting on the Sunset website.

President Todd Dawson inquired about the timing of Board member elections. Diane said that she and Marilyn typically begin the process when they return to Florida this fall. Marilyn Henkel reported that election guidelines are specified by the State of Florida and will happen at the Annual Meeting. The election process will coincide with the annual budget process later this fall.

Treasurer's Report

The Financial Statements for June 30, 2017 were presented to the Board for review. Craig D'Angelo moved and Todd Dawson seconded to approve the June Financial Statements. Motion carried. Treasurer Marilyn Henkel then discussed details of the July 31, 2017 Financial Statements. The total Operating and Replacement Fund Balance as of July 31, 2017 was \$384,888.39. The Replacement Fund balance is \$204,115.71, which is a part of the total. A portion of the Replacement Fund would be utilized for a portion of the elevator modernization and generator project. The account operating and replacement balance will continue to grow as fall maintenance fees are received. Wayne Porter moved and Diane Linton seconded to approve the July 31, 2017 Financial Statement for Sunset Inc. Motion carried.

Presidents Report:

Todd Dawson reported that his updates will be covered in the Old and New Business portion of the meeting.

Manager's Report:

Bob Collins reported on the following topics.

1. Defibrillator Maintenance: Bob reported that there is no maintenance required for the defibrillator at Sunset. As long as the green light is on it should be ready to be used.

Todd Dawson asked that a weekly log be established to check the readiness. Bob will post at his work station as a reminder to check weekly. Diane Linton stated that the Defribullator course was informative and should be scheduled again. Marilyn Henkel provided an article to the Board which shared the importance of logging the readiness of Sunset's Defribullator.

2. Light Fixtures: Bob reported to the Board that a possible alternative to purchasing new lights would be to strip and paint the existing light fixtures. The \$100.00 per fixture for Powder coating was not possible as part of the fixture is plastic. Bob reported that Dave Vieceli previously recommended a more durable light to withstand the gulf environment however a cost effective alternative had not been located. Todd Dawson and Craig D'Angelo both encouraged the Board to move with a similar design light at \$239.00 per fixture. Bob suggested that this 21" high square design would be easy to install shutters to block the light during Turtle Season. Marilyn Henkel moved and Craig D'Angelo seconded to approve of the new parking lot light fixtures. Motion carried. Todd Dawson asked Bob to cancel any painting of old fixtures and get the new units ordered and installed.
3. Verizon Project Status: The Verizon project continues to remain at a standstill waiting on 5 more panels to be available. Verizon will not rent the crane until all panels are in and all components are on site. At that time the 15 panels and antennas will be installed on sunset's roof. Sunset is already receiving rent payments from Verizon so project completion is not an issue.
4. Pavers: The paver sealing project is still on hold due to the high volume of moisture and humidity. The pavers need to dry out before sealing can be accomplished. Goldy will be back to clean and seal the pavers after a 3 day dry period. However, it is important for the weather to cooperate after sealing so drying will be a success. Bob also reported that the Trash trucks have been great without staining pavers. But Bob just noticed staining where the recycle truck parked for the pick-up. Bob was asked to report this incident to Dean and Kathy at Advance and County officials who coordinate the Island's Trash Contractor.
5. Beach Sand in Rocks and Lawn: Bob reported that Tony would be available to use his equipment to move the drifted sand at the beachfront area in front of the pool. Bob indicated that Dave Vieceli had suggested in a previous conversation that Tony should move the rocks as well. Bob contacted Tony regarding rock moving and he will not touch the rocks. Tony confirmed he will move the sand. Wayne Porter stated that while the sand had stacked up in the pool lawn area it has washed away in the main building area. There is quite a gap between the rocks and the grassy area. Bob said that previously Dave Vieceli suggested that topsoil be placed in the area and not sand. Wayne Porter said he would forward photos to show the drifted and washed out areas. Also, Tony has to pay attention to the weeds growing near the rocks. They need to be removed and the sand weed free.
6. Lights on Roof: The newly installed lights for the parking lot has become a perfect roost for birds. The birds then soil the awning below. Bob will order and install spikes to the fixtures to prevent bird roosting. Wayne Porter suggest Bob wait till the lift was on the

property. Bob felt he could get them installed. Diane Linton encouraged safety if Bob was installing from the roof.

7. Bellman's Cart: Sunset has a new bellman's cart for those who stay at Sunset. The new cart is more solid and durable than past carts and should last longer.
8. Back Flow Test: The Back flow test proved to be a success with removal of debris in the water supply. A \$340.00 fix will resolve future issues with flow test results.
9. FPL Pool Poles: FPL had repaired the detached guy-wire on one of the poolside power poles. While the poles provide service to The Privateer, they more than likely not care of their location. The power line poles along the South property line supply the Manager's residence and the Privateer. Wayne Porter proposed that only two of the poles be removed and lines buried next to Sunset's pool. Diane Linton was pleased with the repair and suggested a letter be sent to FPL from the Board requesting the pole removal plan. It was also suggested that when Dave Vieceli returns that he be the point man of this proposed project to obtain quotes from FPL.
10. Tree Trimming: The trees on the Sunset Campus were trimmed last week. The day and a half event utilized bucket trucks, ladders and a busy clean-up crew. The Sunset Campus looks great!
11. Pool Cleaning: With the tree trimming comes the debris in the pool. Clean-up of the landscape fall off takes time to clean and work through the system. Also, black algae reoccurred in the pool and is in need of a shut down for diligent cleaning. The pool will be shut down August 24 and 25, 2017. The Pool Closing will be posted on the website to inform owners. Wayne Porter had asked Bob if he used the metal brush for the algae cleaning as bristles from the brush can be found on the bottom of the pool. Bob said he would replace the fatiguing brush. The spring cap for the water inlet will be replace as well.
12. Generator Sizing: Bob reported that the generator suppliers cannot determine the size and specifications of the current Sunset generator. The identification plate on the generator is worn and specifications cannot be read. Sunset is in need to replace the current generator and suppliers are contradicting each other on the size. Todd Dawson suggested that a Load study be done to determine the electrical need during a complete power outage. Treasurer Marilyn Henkel reported that the generator replacement was budgeted for the 2017 fiscal year and would be nice to have installed and paid. Bob anticipates other quotes as the sizing is determined.

Elevator Modernization Report:

1. Steve, Walz, member of the Elevator Modernization Committee reported on the progress of the elevator specification writing. Bob Offerman is sending out the final elevator specifications for bidding today. Chairman, Lloyd Shroyer, will be copied on all correspondence that Bob Offerman sends out. September 29, 2017 is the deadline established for bids to be submitted. The major concern is that elevator contractors will not bid unless they have an opportunity for the maintenance agreement. Otis was the first that expressed they will not be bidding because of the maintenance. The Board expressed that we need another major elevator to supply a bid. Thyssenkrupp currently has the maintenance agreement for Sunset until 2021. The Board will discussed the

possibility of buying out the remainder of ThyssenKrupp's Service agreement if it encourages more bids. If Bob Collins has any other interested elevator contractors, besides Thyssenkrupp, Oracle, Taylor and General, he will give the names to Bob Offerman and Lloyd Shroyer. Sunset would prefer to have a total of 4 bids, 2 being from major elevator companies.

Old Business:

1. Jalousie Door Status: The contractor still has 2 jalousie doors ordered for Sunset owners. The two remaining doors are being made to fit the openings at the respective Sunset unit. Units #105 and #403 are patiently awaiting their new jalousie doors. Bob will email the supplier to expedite the project completion.
2. Sunset Documents: Todd reported that he has forwarded redline documents for the Board to review. These documents will show the changes in wording on the updated condo docs. The Board agreed that a special meeting be scheduled to review the changes. Each Board member will review and then bring questions and concerns to a September 13, 2017 meeting. The Board will accomplish the review process without Deboest in attendance.

New Business:

Parking Spaces: It was brought to the Board that Unit #205, Daniels and Unit #400, Walz would like to swap their general parking lot spaces. Todd Dawson moved and Diane Linton seconded to allow the parking space swap. Motion carried. The parking lot schematic will be updated by Bob and then posted on the website.

Owner Comments:

There were no Owner comments.

With no further topics to be brought before the Board, Diane Linton moved and Craig D'Angelo seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

Wayne M. Porter

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Recording Secretary

The next scheduled Board Meeting of Sunset will be held on September 21, 2017 at 9:00 a.m.