

# SUNSET INC.

Board of Directors Meeting  
September 21, 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 attended by phone.

## Secretary's Report

The minutes of the August 17, 2017 Board Meeting were approved electronically on August 24, 2017 and posted on the website. Todd Dawson had moved and Diane Linton seconded to approve the Minutes as written. Motion carried. The Board confirmed the approved minutes and posing to the Sunset website.

## Treasurer's Report

Treasurer Marilyn Henkel reported that due to disruption of Hurricane Irma Sunset has not yet received the Bank Statement so the Financials for August 31, 2017 are not available to review and approve. The August and September Financial Statements for Sunset should be ready in time for the October Board Meeting.

Marilyn also reported on the expenditures that Sunset is experiencing based on the damages caused by Hurricane Irma. They would include:

- The pavers needed repaired by the Tiki Huts as sand washed out and caused the pavers to collapse. Our paver contractor had already affected the repairs at a cost of \$3,000.
- The west pool fence was destroyed and the parts needed to replace are on order. In addition the loss of glass in the office and fire hose cabinets, exit signs and doors needed to be repaid. The contractor has been contacted and gave Sunset a quote of \$3,900 for the project with \$2,000 as a down payment for purchasing materials.
- Kelley Henderson assisted Bob in Major clean up and details surrounding water damage issues. Her time thus far was 24 hours @ \$15/hour yielded a charge of \$910. Note that some of her time will be reimbursed by the owners of the units she removed the carpet from due to water.
- Tim Henkel spent considerable time in cleaning the debris out of the pool to protect the filters and other pool equipment. The charge for his time was \$435
- Bob Collins also spent numerous hours of overtime to tend to the details of Sunset both in preparation and initial cleanup of Irma. Bob's overtime amounted to 38.5 hours of overtime for a payment of \$866.50.

Todd Dawson and Diane Linton moved to approve the expenditures and repairs for the reported damages caused by Hurricane Irma. Motion carried.

Craig D'Angelo enters the meeting.

## Presidents Report:

Todd Dawson reported the following items.

1. Insurance Claim: Todd had reported to the Board that he has had extensive conversations with our insurance company to determine claims coverage and responsibility. Sunset's insurance carrier suggested that, even though we have a high deductible, we should be recording all incurred expenses to repair and replace. The \$270,000.00 deductible is for the year and not per occurrence. All expenses will be logged for future claims reference. Todd also reported that the Florida State law changed in 2004 putting the replacement expenses on the association and not the owner. Sunset is responsible for the replacement of drywall and joint tape. Unit owners will then be responsible for the desired texture, paint and finishes.
2. Water Damage: Todd shared a Water Damage assessment grid for each unit. Each unit was placed in one of three categories, Heavy, Spots and Carpet & Walls. 22 units were classified to have minimal to heavy damage based on Bob's visual inspection after the storm. Todd then shared the results of later review of the units using a Moisture Meter and provided an updated damage grid. Each wet unit was placed in one of three categories, Requires Removal, Below Removal Level and Carpet/Wall Damage. 30 units will have minimal to major drywall removal. Units #404 and #701 experienced the most severe of damages with their carpets being so wet that they required removal.
3. Dry-Out Process: Todd had contacted Fire Services for restoration assistance. However, no immediate response was received. Kelly Henderson was then secured to assist in the clean-up and dry-out process. Kelly and crew removed the carpet in two of the units.

Discussions by the Board continued during the Presidents Report:

- Diane Linton asked if the units with new front doors helped to prevent the water intrusion. Some doors were tighter than others which helped with the water. Most storm water occurred in the unit's entrance hallway. Marilyn Henkel said she had a list of the units which had their front doors replaced. But is unaware of the units that contracted theirs separate from the coordinated condo replacement project.
- Todd remarked that the number 2 stack had zero issues. Todd reported that he felt this was because of the direction of the wind hitting the building the elevator bank structure may have protected the 2 stack. But that was just a guess.
- Todd reported that an Ohio Restoration Contractor, David Carr, was working under a Florida Contractor. Todd reported that we can secure the services of David Carr to remove all saturated drywall, dry out areas with fans and dehumidifiers and then utilize a microbial spray to reduce mold formation. This process could begin in the next couple days, which the Board was pleased with the prompt response time. Diane Linton moved and Craig D'Angelo seconded to secure the services of David Carr for a per unit fee that could run as high as \$14,000.00. Motion Carried.
- The drywall replacement process was discussed as well. A reliable contractor to Sunset, Victor Zetino, was thought of as a good source for prompt drywall replacement. However, only when David Carr gave the go ahead to close in the impacted areas. Victor would drywall and tape the impacted areas and match

textures for the unit owners. Sunset would pay for the drywall repair/replace work and would bill the unit owners for any texture finishing done by Victor.

- Todd Dawson felt it was important to communicate with the unit owners to share the extent of damage and the Board's prompt plan of attack. The work must be done quickly to prevent odors and mold growth.
- An Assessment to Owners was discussed based on the extent of damages that Sunset had incurred by Hurricane Irma. Sunset cannot absorb all the expenses so an amount will be determined as more expenses are known. It was discussed that the assessment should be reasonable as the major elevator modernization project is coming up soon with a much higher assessment to be secured from each unit owner.
- In closing, Todd Dawson reported that he would call unit owners that were thought to have zero damage but was later discovered to have some.

### Manager's Report:

Bob Collins reported on the following topics.

1. Pool Fence: The west acrylic pool fence replacement parts are on order and will be installed when they arrive.
2. Heater Fencing: The heater fencing will be repaired as sections, posts and clips are secured. Bob will install as time and opportunity presents itself.
3. Pool Heaters: The pool heaters have not been turned on yet. The missing panels to the heating units have been located and will be reinstalled. Heater testing will take place in a couple days.
4. Pool Operation: The pool is operating well with the chemicals well in balance. There remains some dirt in the bottom but will be moved soon. The State inspector arrived and was pleased with the operation and look of the pool. The inspector understood the fence openings to the pool but encouraged a quick enclosure to be accomplished.
5. Tiki Huts: The thatch roofing on the Tiki Huts will need to be repaired or replaced. Once the thatch and structure is evaluated then a much better cost estimate will be secured. The roof structure will also be inspected before thatch replacement.
6. Parking Lot Light Fixtures: The new parking lot light fixtures are in and will be installed by Bob when time permits.
7. Ficus Trees: Sunset lost 1 Ficus tree during the storm and 2 others appear to be dying. Possibly 60% of the tree looks dead. Lance will evaluate the life possibilities of the Ficus. However, if the town is coming through removing trees for the storm water and street work than maybe we wait so they remove at their expense.
8. Building Cleaning: The floors of Sunset are in need of cleaning from top floor to the bottom. Bob reported that he would delay until the drywall project is complete.
9. Sunset Roof: The roof of Sunset appears to be in good shape after Irma. Bob will have Crowther come out and do a thorough inspection.
10. Elevator Equipment Room: Bob reported that water did get into the elevator equipment room during Hurricane Irma. The rain was driven in by the heavy winds.
11. Manager's Residence: Because the power remains out at the manager's residence, Bob and Dorothy have been staying in a D'Angelo unit. Bob expressed his appreciation to

Craig D'Angelo for opening up their unit to them while they await power in the front building.

12. Lobby Condition: The Lobby appears to be in great shape. However, during the storm Bob came down to check on things and noticed the left Lobby door was open. Bob closed the door and returned upstairs.
  13. Light Fixtures on Roof: The lights have not been working since Hurricane Irma. An electrician will be call out to repair. Bob also needs the Turtle Shields and the bird deterrents to be installed.
  14. Verizon Project: Verizon did a great job of preparing for the storm. No damage has been reported on their project. In another note, Verizon will get Bob a quote on the generator.
  15. Otis Elevator: Otis would like to come to Sunset and review the building and elevator specifications.
  16. Manager's Residence: the roof appears to be good on the residence. However, the building experienced some soffit loss. This will be dealt with later.
  17. Advance Disposal: Marilyn wanted to know how many trash pickups were missed after storm. Marilyn's concern was that Sunset should not be charged for the times Advance did not arrive. Bob reported that he thinks they only missed one pickup. Bob mentioned the return of stained pavers. This topic will be tabled till the next meeting.
- Todd Dawson closed out the Manager's Report by saying, 'On behalf of the Board and Sunset's 66 unit owners, we wish to Thank Bob for his tireless efforts in preparing for and clean up after Hurricane Irma.' Great Job Bob!

### Elevator Modernization Report:

1. Steve, Walz, member of the Elevator Modernization Committee reported that the bids for the Elevator Modernization Project should be arriving next week. The elevator companies are swamped on the East Coast of Florida and ask for 2 additional weeks to provide their company bids. The Board agreed that was acceptable.

### Old Business:

1. Sunset Documents: Todd reported that he is going to push forward to maintain the goal of having new condo docs by the February 2018 Sunset Annual meeting. A special Board Meeting will be set aside to focus on document edits and updates.

### New Business:

- Annual Budget: Treasurer Marilyn Henkel wished to inform Board Members of the 2018 budget preparation. Marilyn asked if Board Members knew of any future projects or improvements that she needed to budget for to let her know. The Board will begin the 2018 Budget review for a late November approval.
- Master Bath Access: Todd Dawson asked that any unit needing drywall removal in the Master Bath to be required to install an access plate. Installation will help to view plumbing connection on units above. President Todd Dawson has one install in his unit.

Owner Comments:

Owner Steve Walz asked when Treasurer Marilyn Henkel was due to return to Sunset. Marilyn is to return late on the 29<sup>th</sup> of September.

With no further topics to be brought before the Board, Marilyn Henkel moved and Craig D'Angelo 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 October 19, 2017 at 9:00 a.m.