

# SUNSET INC.

Board of Directors Meeting  
October 19, 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 and Wayne Porter attended by phone. Craig D'Angelo was absent. Lloyd Shroyer, Member of the Elevator Modernization Committee, Dave and Donna Vieceli, Member of the Landscape Committee and owners Alf and Bridget, unit #203 were in the office.

## Secretary's Report

The minutes of the September 21, 2017 Board Meeting were approved electronically on September 26, 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 Presented the August 2017 Financial Statements for Sunset for review. Todd Dawson moved and Wayne Porter seconded to approve the August Statements. Motion carried. Treasurer Marilyn Henkel then presented the September 2017 Financial Statements for review. Todd Dawson moved and Diane Linton seconded to approve the September Statements. Motion carried. The September Statement was impacted by Hurricane Irma expenses of \$13,961.25.

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

Labor:

- 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.
- 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.

Services/Repairs:

- The pavers needed repaired 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 expense to repair was \$4,203.00.

- Carr's Cleaning was contracted to evaluate drywall damage and to remove impacted areas. The job was accomplished and dried out at an expense of \$9,150.00.
- The ornamental benches will be repaired or replaced for \$850.00
- The Tiki Huts were in need of repairs at \$2,170.00.
- The landscaping took a hit with cleanup cost of \$660.00.
- Pool repairs came in at approximately \$3,000.00
- AV Builders was secured to replace and tape drywall areas that were removed. This was a cost of \$19,600.00.

There will also be incidental expenses of \$1,000.00.

The total thus far has reached an amount of \$47,417.00. Todd Dawson reported that the Slider man repaired frame/glass issues in unit #101 for \$71.00. Dave and Donna Viecele reported that expenses of \$1,000.00 in the near future will include landscape materials. Dave said that he spoke to Lance and he said that if the palm tree crowns are viable they will survive. Dave also reported that Lance will prop up a Royal Palm that was leaning over instead of accidentally cut down.

Marilyn suggested that in the end Hurricane Irma expenses will be in the \$50,000.00+ range. As a comparison, Marilyn Henkel reported that Terra Mar, a 70 unit Condo on Ft Myers Beach had experienced 35 wet units and up to \$100,000.00 in damages.

2. 2018 Budget First Look: Marilyn Henkel invited the Board to review the 2018 Budget timeline and suggested that an increase in annual maintenance fees for next year was not needed. Marilyn asked Dave and Donna to review the Town's plans for road expansion and potential costs to create a new entrance after road and infrastructure work is completed.
3. 2018 Budget Timeline and Annual Meeting: The Board reviewed the Treasurers timeline and dates for the 2018 budget approval process and annual meeting date.
4. Assessment Discussions: The Board discussed the potential assessment for Irma expenditures at \$50,000.00 along with Elevator Modernization at \$350,000.00 and a new generator at \$50,000.00. However, they chose to delay a final number until a meeting scheduled for November 3, 2017 at 9:00am. Some unit owners may be able to claim a portion of the assessment to damages caused by Irma. Dave Viecele suggested that two assessments be submitted, one for Irma and one for elevator and generator expenses. Todd Dawson agreed with the thought process. Todd and Diane are to get together to draft a letter to owners regarding the upcoming assessments.

### Presidents Report:

Todd Dawson reported the following items.

1. Sunset Campus: Todd began the discussions by Complementing Dave and Donna Viecele on the Sunset Landscape recovery process. Dave and Donna were quick to get Sunset back to a pre Irma condition. Special Thanks to the Viecele's for their attention to detail.
2. Landscape Committee: Todd informed the Board of a spin off from the Architectural Committee. The formation of a Landscape Committee would help in focusing on Sunset's trees, sod, plantings, holiday lighting and entrance design. The Board reviewed the Mission Statement, Scope of Work and Objectives of the new committee. Marilyn

Henkel moved and Diane Linton seconded to establish an Landscape Committee for Sunset. Motion carried. Marilyn informed the Board that \$3,000.00 would be relocated in a landscape fund. The Christmas Decorating Committee with Diane and Dave Linton will now fall under the Landscape Committee.

### Manager's Report:

Bob Collins reported on the following topics.

1. #404 Tile Approval: Doug Cardwell requested that the Board approve of tile installation in all areas of unit #404. The Board did not approve the installation because no request form was submitted.
2. #200 Tile Approval: Susan Baker requested that the Board approve the tile installation in unit#200. Even though the tile installation along with Sound barrier has begun the Board did not approve without the appropriate request form. The tile work includes the kitchen, living and both bathrooms.
3. Irma Cleanup and Repairs: Victor has completed the drywall repair in all units with exception to newer discoveries. Other issues with #300 and #500 has required Bob to secure a lift to install a new sill and fill holes in the building. A broken sill in #300 will be replaced and the holes in the building by unit #500 will be repaired. Holes in the building were caused by a past external storm shutter installation.
4. Soffit in Garage: Bob will make repairs to the soffit in the garage damaged by Irma. Bob will install a channel to improve the needed repairs. Bob is to get an estimate to Marilyn.
5. Pool Expenses: Bob has purchased new Acid and Chlorine containers for the pool equipment area which were damaged by debris during Irma.
6. Pool Heater Fence: The fence around the pool heaters was destroyed by Irma. Bob is allowed to remove several plantings and straighten the fence. All were in approval of the request.
7. Parking Lot Fixtures: The new fixtures have been installed in the lot. They look great. However, a glass panel needs replaced that were damaged during installation.
8. Landscape Rocks at Beach: The storm seems to have moved the rocks further away from the sod. Bob asked if we are to move the rocks or fill in the gap with top soil and grass. Dave and Donna requested that they talk to Tony for assistance in lieu of the fall cabana rental fee. The cause has primarily been from the lack of grading by Tony. The Board agreed to give Dave and Donna the flexibility to negotiate a fix.
9. Paver Sealing: The weather has been dry enough that Goldie should return to seal the pavers. The pavers will need to be cleaned again based on the delay of sealing. Bob will contact Goldie for a return schedule.
10. Advance Disposal: The waste management trucks are leaking again on the Sunset pavers. Bob will document and photograph the oil staining and have Goldie replace. Sunset has filed a claim with Advance for the labor and damage.
11. Sunset Generator: E Electricians have visited the site and have audited Sunset's generator. They have acquired the information necessary to quote on a new 150 KW generator for Sunset.

12. Light Fixtures on Roof: The lights on the lot and beach sides 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 after they blew off during Irma.
13. Verizon Project: Verizon is wrapping up its project at Sunset. Hurricane Irma delayed the progress. But now is back on track. Donna Vieceli questioned the open bottom of the Verizon panels. The bottom panels were not in the original specifications, however, the contractor will contact Verizon to investigate for a solution.

#### Elevator Modernization Report:

1. Lloyd Shroyer, Chairman of the Elevator Modernization Committee reported that the bids for the Elevator Modernization Project have arrived and are in the hands of Bob Offerman for review and organization. Three bids have arrived as General decided not to bid because of the wall removal needed to install the elevator equipment. The bids now range in the \$300,000.00 - \$350,000.00 range excluding the costs of any cab redesign. Once reviewed Bob will push for a fine tuning of bids and reductions. Thyssenkrupp currently has the maintenance contract that is in force until 2020. The contract will be suspended during the warranty period of the new elevators. After the warranty period the Sunset will resume or potentially buy out the contract.

#### Landscape Committee Report:

1. Dave and Donna Vieceli reported that they had met with the coordinator for the Town's road and utility improvement project. They reported that the front entrance of Sunset will be drastically altered based on the Town's easement and right of ways. Dave did request that he communicate with line workers to pick up pavers and palletize foe future use. Michelle Orillia agreed that Dave may work directly with their work team as to not interfere with access to Sunset. Dave reported that of a possible start date of 1-2 weeks. This project will take a year plus to move beyond the Sunset entrance. Bob said the landscaping will be drastically different than it is today based on the survey stake locations, road plan and Trolley stop pull off.
2. It was also decided that with the creation of the Landscaping Committee that it was appropriate to make the committee responsible for the beach grooming contract with Tony as well as the decorating committee.

#### 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. The Board will meet again next week to continue its review of the Condo Documents.

### New Business:

- Elevator Modernization Meeting: The Board, along with the Elevator Modernization Committee and Bob Offerman will meet on November 16, 2017. The group will discuss bid details and move forward to assign an elevator contractor.
- Unit Door Audit: Diane Linton asked that an audit be done to determine if there is a correlation between condo damage and new door installation. It was also suggested that unit owners review door seals and make repairs.
- Hurricane Preparation: Todd asked that the Board consider new items for storm preparation. Possibly the purchase of carpet walkway film to seal the doors on the Bayside. The Board will review other thoughts to limit or prevent future damage caused by Hurricanes.
- Master Bath Access: Todd Dawson asked that the Board consider making it mandatory for Master and Guest Baths 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 Alf of Unit #203 asked if the flag at half-staff was ready to be raised again. Sunset had it down for two reasons, a previous national request and for the passing of Lillian Lynch. Bob will raise the flag.

Owner Bridgette of Unit #203 was concerned of the Thyssenkrupp maintenance contract and the additional expense to Sunset's budget. Todd said that by the time the new elevator is installed there will be only 2 years left on the contract. The Board will review and take measures not to waste the funds.

With no further topics to be brought before the Board, Marilyn Henkel moved and Diane Linton 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 November 16, 2017 at 9:00 a.m.