

SUNSET INC.

Board of Directors Meeting
December 21, 2017 9:00 a.m.

Todd Dawson called the meeting to order. Diane Linton called the roll. Todd Dawson, Marilyn Henkel, Diane Linton and Wayne Porter attended by phone. Bob Collins was in the office. Craig D'Angelo was absent. Owner Steve Walz, unit #400 and member of the Elevator Modernization Committee, owners Dave and Donna Vieceli, units #405 & #800 and members of the Landscape Committee, owners Alf and Bridget Kielhorn, unit #203, owners Jack and Pat McGuirk, unit #603 and owners Dick and Karen Spake, unit# 204 and were in the office.

President Todd Dawson welcomed all to the meeting and began with a review of the agenda.

Secretary's Report

The Minutes of the November 16, 2017 Board Meeting were reviewed and approved electronically. However, the Board chose to confirm with a formal vote. Todd Dawson moved and Marilyn Henkel seconded to approve the November 16, 2017 Board Minutes. Motion Carried. The minutes of the November 30, 2017 Board Meeting were reviewed and approved electronically. However, the Board chose to confirm with a formal vote. Todd Dawson moved and Marilyn Henkel seconded to approve the November 30, 2017 Board Minutes. Motion Carried. The edited and approved Board Minutes will be posted on the Sunset website.

Marilyn Henkel reminded the Board that the Minutes of the November 3, 2017 Budget Meeting were emailed to each Board Member without electronic vote. Marilyn requested that the November 3, 2017 Minutes be emailed again to the Board Members for review and approval.

Diane Linton informed the Board that the first mailing is out regarding the Annual Meeting. The second mailing will be out very soon. Instructions are included in the mailing regarding Board openings and Candidate information forms. The Proxy for the Annual Meeting is just for the meeting date. Owner Proxy/Vote envelopes for the meeting will not be opened until the meeting time.

The mailing which included the Survey & Candidate Information Sheet and Candidate Certification Form was discussed. In future years the Board agreed that the certification form should be sent later to the Board Candidate. The Board felt that the State requirement for Board candidates to be fully informed of the Sunset governing documents might scare off good candidates. Marilyn Henkel said the understanding of Bi-Laws and Sunset Documents can be signed after the election. A suggestion was made to send out to the owners the explanation that being knowledgeable regarding condo rules is necessary but certification was not until the candidate becomes a board member....Diane is to send this notice.

Donna Veceli, along with other Sunset Owners, will be opening and recording the proxy(s) and voting at the annual meeting.

Marilyn reported that there are three terms that are up for election on the Board. They are the seats currently held by Todd Dawson, Diane Linton and Craig D'Angelo. Dave Veceli informed the Board that his return envelope in the Sunset mailing was sealed shut. Others said their envelopes were sealed as well. Diane was asked to secure new envelopes with the peel and stick flap.

Diane reported that there will be a new owner included in the second mailing. They were not owners at the first mailing. However, the second mailing will be sent to the owners of record as of the date of the mailing.

Treasurers Report

The Financial Statements for November 30, 2017 were reviewed by the Board. Todd Dawson moved and Diane Linton seconded to approve the November 2017 Financial Statements. Motion carried. Treasurer Marilyn Henkel informed the Board that the Replacement Fund shows an amount of \$185,559.41. Marilyn reported that the first elevator payment of \$128,032.00 was made in December which would reduce the Replacement Fund to \$57,527.41. The fund will be rebuilt as maintenance fees, Irma and elevator assessments are received. Marilyn reported that the Cabana rental payment for October was still outstanding with the March 2018 payment coming up. Discussions will be in the Landscaping Committee report.

Presidents Report:

Todd Dawson reported that any information from the President would be cover in Old and New business.

Manager's Report:

Bob Collins reported on the following topics.

1. Generator: Sunset does not have multiple proposals for the Generator. The Board will wait on a decision when multiple prices are available to compare.
2. Advance Disposal: The waste management trucks are leaking again on the Sunset pavers. Bob has documented and photographed the oil staining. Bob reported that the stains are getting worse. No response has been received from Advance. Todd asked Bob to set a weekly reminder to contact Advance, including the Town's contact as well. Bob has been asked to include Board members on each email correspondence.
3. Pavers: Bob has reported that he has received no response from Goldie regarding their cleaning and sealing commitment. He assumes that their company is not an ongoing enterprise. Bob will contact new paver companies to receive bids for the maintenance of the current pavers as well as the repairs from Advance staining. Bob will report back as he receives proposals.

Elevator Committee Report:

Steve Walz reported on the following.

1. Generator: The committee is still working on getting generator proposals in order to compile notes, compare and make an intelligent decision. The committee will have more information to review in January.
2. Lobby Renovation: The Board agreed that the lobby renovation should wait until after the elevator modernization project is complete. However, they agreed that Michelle Marker can be working on proposals for the new lobby look. Diane Linton met with Michelle and she wanted to know if board wished to include the current bookcase in the lobby. Todd wanted a blank slate approach for Michelle so her creative thoughts are not constrained from the start. Michelle should have two designs to present to the Board.

Landscape Committee Report:

Dave and Donna Vieceli reported on the following.

1. Dave Vieceli reported that he had been in touch with Tony regarding the October 1, 2017 payment and possible bolder movement assistance. Dave said Tony would help move the rocks at a tractor rate of \$75.00 per hour. Dave will continue to communicate with Tony to begin the movement process. Dave suggested other materials may be needed to close and fill the gaps caused by erosion.
2. Donna Vieceli reported that the landscape committee has been very busy with new plantings and other landscaping details. The grounds look amazing. Donna said that she, Dave Vieceli and Pat McGuirk have been working hard and long hours to restore the Sunset Campus after Irma. Also, their new plantings have added new color to Sunset. Donna also reported that the peninsula garden is looking great and Dave has been focusing on the irrigation system to make improvements in water placement.

Old Business:

1. Sunset Documents: Todd reported that he is continuing to focus on the February 2018 Sunset Annual meeting as an opportunity for owners to ask questions regarding Condo Docs. A special Board Meeting will be set aside to focus on document edits and updates with DeBoest in attendance. The Board would like to have redline documents so the unit owners may review the proposed verbiage changes before the annual meeting.

New Business:

- Carousel Plans: The developers of the Carousel property met with the Board on December 12, 2017 to introduce their development thoughts. The plans had a new building being built on the now vacant site with another building later on the current hotel site. Their plan has a fenced in complex with pools to the west. The preliminary Carousel plan is set back to the East so Sunset's #5 stack will still have a great view to the north.
Dave Vieceli was concerned that people who walk through the vacant lot today would be using Sunset's property. Carousel was planning on making a beach access between

the Outrigger and their property. Dave also suggest that Sunset consider fencing and signage the prevent neighbors from across Estero access to Sunset.

- Marilyn Henkel Resignation Letter: The Board was made aware that Marilyn was stepping down from Board duties and her letter made it final. Marilyn would resign on the 23rd of December 2017. President Todd Dawson spoke for the group in saying her efforts and love for Sunset over the years has made us a better place. Our finances are sound and in great shape with Marilyn Henkel as Treasurer. Marilyn has been training Steve Walz in anticipation of her departure. The Board thanked Marilyn Henkel for her long standing dedication. With Marilyn's official departure, Todd Dawson moved and Diane Linton seconded to appoint Steve Walz to the vacant Board seat and to appoint him as Treasurer. Motion Carried. The Board welcomed Steve to the Board.
- Irma Assessment and Insurance: Diane Linton reported that several owners have already filed with their Insurance Company and received partial or complete reimbursement for the Irma Assessment. The Board encouraged all owners to review their policy and contact their Insurance carrier. Dave Vieceli reported that his two units are covered under two policies. One unit was covered at 100% and the other was short by \$250. While some have a \$500 deductible, the Insurance carrier only required a \$250 deductible. This is great news for some unit owners.
- Walkway Maintenance: Marilyn reported that she has investigated the possibility of an outside firm to clean walkway, walls and common areas. Crystal Clean would do all walkways for \$1,790.00 and the Stairwells at \$575.00. The walkways collect dirt from being open to the environment along with contractor traffic. Irma also was a dirty event for the open walkways. Marilyn would like to move forward with the 2-3 man team to get the work accomplish in 2 days. Todd was concerned that we are nearing peak occupancy period and did not want to inconvenience owners, guests and renters. Marilyn said it would have been nice to get done before November. Wayne Porter said it would be nice to professionally clean the areas with special attention to the stairwells, which could make way to painting.
Diane expressed concern in regards to the condition of fire alarm equipment with pressure washing. The Board did not want to damage any fire alarm systems with water and also have interruptions during peak season with many renters in residence. The Board ultimately decided to delay any decision on the cleaning firm. Marilyn was to contact the firm and let them know their proposal was not accepted. Marilyn will file the proposal with cleaning firms. Donna Vieceli added that the stains in the tile flooring should be focused on to bring their look back to life.

Owner Comments:

- Owner Bridgette Kielhorn of Unit #203 wanted to know who is responsible for excessive dirt on the walkway floors, the Condo or the Owner. Unit #200 has had contractors in and out of their unit and has soiled the walkways. Bridgette had asked Victor to clean up his mess. Todd Dawson said that the unit owner is responsible for contractor renovation clean up. Todd asked Diane to compose a letter to send to the Bakers in unit #200.

- Bridgette also asked where she can acquire the Condo Documents. The Kielhorns have been an owner for 25 years but do not have a Sunset Document Booklet. Todd said that all documents are available on the website and can be printed for her convenience.
- Bridgette also wanted to thank Donna and Dave Vieceli for their hard work in making the Sunset landscaping so nice.
- Owner Dave Vieceli of Unit #405 and #800 wanted to comment on the condition of the shopping and luggage carts. Dave said that the contractors are continuing to use the carts for renovation purposes and they are dirty and wearing out. A sign may be posted to prevent the use.
- Dave asked about the pool light and why it was not on at night any longer. The pool is not to be used at night. However, the light is a nice feature.
- Dave asked if the Agendas for Board meetings could be sent out electronically to all owners. Todd said that posting the notice was all that is required but as a courtesy we could start sending the Agendas out to owners when they are available by email.
- Dave asked that the Board have Bob locate the electrical feeds to entrance lighting before the County begins tearing up the road out front.
- Dave asked if the Board was not approving the renovation forms before work begins. Todd reported that nothing had changed regarding the approval protocol. The Board clarified that all exterior openings in each unit are required for permitting. Doors, shutters, windows, flooring, etc. require permitting. The Board is aware that unit #200 did start their renovation before approval and was unaware of any shutter work. The Board only approved floor covering which was done after the work had started.
- Dave ask the Board to review the email from Dave sent months ago regarding pet clarification. Todd Dawson said that the rules have not changed regarding pets. The Board researched, discussed and voted for clarification on a pet issue.

With no further topics to be brought before the Board, Diane Linton moved and Marilyn Henkel 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 January 18, 2018 at 9:00 a.m.