

SUNSET INC.

Board of Directors Meeting
September 20, 2018 9:00 a.m.

Todd Dawson called the meeting to order. Lloyd Shroyer called the roll. Todd Dawson, Wayne Porter, Lloyd Shroyer and Gregg Parrish attended by phone. Steve Walz was in the office. Bob Collins attended by phone. Owner Cheryl Walz, unit #400 was in the office.

President Todd Dawson welcomed all and wished to confirm that proper notice was given and the meeting's agenda was posted. The meeting is also being recorded.

Secretary's Report

- Lloyd Shroyer confirmed that the Minutes of the August 16, 2018 meeting were electronically approved on September 14, 2018. Todd Dawson moved and Steve Walz seconded the electronic approval of the August 2018 Minutes. Motion carried. The meeting minutes will be posted on the Sunset website.
- The Board also reviewed the Budget timeline for 2019 providing adequate time for the owners to review before an official adoption. Todd asked the board to suggest any additional capital expenditures or budget item adjustment before the preliminary budget is established. The owners will be emailed once the preliminary 2019 budget is established. Only two owners are without email access and will be mailed.
- Lloyd inquired about the Board election timeline and the number of potential vacant positions. The President reported that Steve, Wayne and Todd's seats will be rotating off unless they seek reelection. The owners will be informed of their opportunity to run for these opening seats according to Florida law and our documents.

Treasurers Report

- Treasurer Steve Walz presented the Financial Statements for August 31, 2018 and were reviewed by the Board. Steve reported that the financials are running according to budget. The operating fund on page 3 is \$2,928.72 under year to date. However, some line items are running higher than normal and others lower than budget. Steve noted that the passing of a unit owner has delayed the payment of their maintenance and elevator assessment fees and will be caught up once the estate is settled. Steve asked for a motion to approve the July 2018 Financial Report. Todd Dawson moved and Wayne Porter seconded to approve the August Financial Statements. Motion carried. Lloyd asked if the maintenance expense for the elevator was stopped during installation and will there be none during the first year of operation. Steve confirmed that Sunset has no monthly payment to ThyssenKrupp for service and that the first year will be covered under warranty. Todd said that as the maintenance expenses for generator are

covered within the Building Maintenance maybe an additional line item should be added to call out generator expenses and generator income from T-Mobile. The Board agreed to consider a new line item to the budget to be more transparent of actual expenses. Regarding over budget areas, they would include Pool, Security and Yard Maintenance. Todd reported that the yard maintenance is over based on the relocation of the irrigation system away from the Estero Blvd project and the Native Tec invoices that were expensed in this account. Steve reported that he would consult with Reggie on the possibility of adding more line items to review expenditures more closely.

Presidents Report:

Todd Dawson reported on the following information:

- T-Mobile Generator Payment: Todd reported that T-Mobile is not in favor of some edits to the contract. However, Todd thought that some more edits would continue to favor Sunset and keep T-Mobile happy. T-Mobile still owes Sunset for their portion of the new generator expense and future maintenance & fuel expenses.
- Social Committee: With the vacancy of Pat and Jack McGuirk, who served Sunset well, the opening has been brought to the Board for action. Todd had sent out an email to owners seeking volunteers for the committee. Cheryl Walz and Patsy Daniels expressed interest with will seek other volunteers to help with different events. Sunset has four planned events for owners to participate. Todd Dawson moved and Lloyd Shroyer seconded to appoint Cheryl and Patsy as Co-Chairs of the Social Committee. Motion carried. Cheryl suggested that possibly the front office could be used as a gaming room. Cheryl questioned if the files or computer could be moved or consolidated to make for more room. Todd said that he would investigate the file location to still continue in compliance with Florida law. Scanning documents would reduce files but has an expense attached. Todd also said that in the past Sunset funded social events from the budget, but we have been informed by our accountant that such is improper as we go forward. Gregg thought that a participation fee could be collected for party expenses.
- Beach Raking/Cabana Rental: Todd reported that while Sunset has a contract with West Coast Cabana, we should consider a change based on the lack of service from Tony at west Coast Cabana. It was also discovered that Tony is operating without a permit and thought to have citation with the town. Sunset has interviewed Mid Island Watersports and has asked if they could serve our raking and cabana needs. Mid Island could takeover Sunset but with no expense to them. It was also discussed that neighboring associations who used Tony are considering to leave his unreliable services. Bob had investigated two other sources for raking and cabana service but said it's up to the board. The Board is aware of Sunset unit owners who prepaid for cabana rental and feel for their investment in Tony and possible loss. In closing, while Tony has no license to operate on the beach the board did not act to cancel the contract. However, the Board is ready to cancel West Coast Cabana and go with Mid Island Watersports at a moment's notice. Todd will continue to monitor and make a recommendation to the Board.

Manager's Report:

Bob Collins reported on the following topics.

1. Generator Elevator Update: The new generator project is complete. The elevator project is nearing completion. Sunset has been in use of the first completed elevation with the second to be turned over within the week. ThyssenKrupp should be completed in the next 3 weeks. Bob reported that the elevator cabs will need to be completed with the finishes that Michelle Marker designed. Victor will be installing the tile inside the elevator cabs.
 2. Fire Panel: The new fire panel has been installed in the Lobby. The surprise is that is 3x the size of the old one. The panel is up and operational. Bob said he would adjust the height of the bench based on the panel size. Granite will be used for the bench seat.
 3. Pavers: There is no update on the pavers. Bob has sent photos, but no action by Advanced Disposal or the county has taken place. The Board agrees that we need to consult with our attorney as to how to resolve the outstanding issue. Todd asked for the communications from Bob to Advance. Todd will review and let DeBoest write a letter to Advanced.
 4. Lobby Refresh: The Lobby is taking shape with new finishes being installed. Bob said that he sent a quote for granite and installation to the Board. After review of the quote Lloyd Shroyer moved and Gregg Parrish seconded to accept the proposal from Armando Granite. Motion carried. Bob reported that the lobby ceiling is also complete. Some minor plaster work will need to be completed before final painting.
 5. Pool Staining: There are no other stains in the pool besides the ones that were reported. The larger of the spots appears to be darker. Symbiont completed their quarterly review of equipment and we will see what they may suggest. Sunset still has one heater down and will fix as Fall weather returns.
 6. Leak in Pump Room: The big shutoff for the water was leaking and is now fixed. Bob has inspected the valve and room for additional leaking. The room is dry.
- Lloyd asked Bob regarding the lines above the pool and the damage to the palm trees. The lines are tied around the trees and has caused the trunks to compress in those areas. Bob will talk to Lance about the potential damage to the trees. Lloyd thanked Bob for all his hard work with all the projects. Bob has had a lot on his plate to deal with.

Landscape Committee Report:

- Native Tec: Todd reported that he has reached out to Native Tec to keep the project on track. Native Tec asked if we wanted a meeting with the town before submitting the plans for permitting. The plans are complete showing the new entrance for trash pickup. The Board agrees that we should move to permit the new pick up only entrance.

Social Committee Report:

- Committee Members: The Board approved the new chairpersons of the Social Committee earlier in the meeting.

Architectural Committee:

- Lobby Refresh: The Board discussed Architectural details earlier pertaining the lobby refresh.

Old Business:

- Internet Form Refresh: Todd reported that he has sent updates to Wayne that need to be changed on the website. Todd will work with Wayne to make the changes to mirror the new language on the Condo Documents. Just minor rewording will take place with approval not needed.
- Complaint Procedure: Todd asked the Board to review the complaint procedure and suggest changes. With no changes Todd Dawson Moved and Lloyd Shroyer seconded to approve the form and complaint process. Motion carried. Wayne will post the complaint form on the website. An email will be sent to owners explaining the process and form.

New Business:

- Check in – Registration: Bob asked the Board if he should move the check in registration form and box. Michelle asked that it be moved to clean up the entrance area of the lobby. While it was the goal to clean up the lobby the check in registration box will not be moved from its current location.
- Reach Out to Committee Chairs: Todd asked Lloyd to reach out to Committee Chairs to seek their interest in continuing on as committee chair. Lloyd will contact Diane Linton as Architectural and Donna Vieceli as Landscaping.

Owner Comments:

- No owners were present at the close of the meeting.

With no further topics to be brought before the Board, Steve Walz 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 October 17, 2018 at 9:00 a.m.