

SUNSET INC.

Board of Directors Meeting

May 17, 2018 9:00 a.m.

Wayne Porter called the meeting to order. Lloyd Shroyer called the roll. Steve Walz and Bob Collins were in the office. Wayne Porter, Lloyd Shroyer and Gregg Parrish attended by phone. Todd Dawson was absent. Owners Dave and Donna Vieceli, unit's #405 & #800 and members of the Landscape Committee and owner Doug Cardwell, unit #404 were in the office.

Vice President Wayne Porter welcomed all and wished to confirm that proper notice was given and the meeting's agenda was posted. The meeting was also being recorded.

Wayne explained that due to the death of Todd Dawson's mother in law, he would not be joining the meeting. Four Sunset unit owners are impacted by the passing of Bonnie Baker. Bonnie's children are Tim Baker (Kathy) - unit #100, Terry Baker (Nancy) - unit #300, Jan Dawson (Todd), unit #304 and Sheri Hofman (Kye), unit #602. Wayne stated that our prayers go out to the Baker Family.

Secretary's Report

Lloyd Shroyer reported that the Minutes of the April 19, 2018 were reviewed and electronically approved on May 11, 2018. Lloyd asked the Board to confirm the approval of the April 19, 2018 Minutes. Steve Walz moved and Lloyd Shroyer seconded the approval of the April Minutes. Motion carried. The meeting minutes are posted on the Sunset website. Secretary Lloyd Shroyer also reported that all members of the Board, including Lloyd and Gregg Parrish, have submitted their certification document.

Treasurers Report

- Treasurer Steve Walz presented the Financial Statements for April 30, 2018 and were reviewed by the Board. Steve asked the Board to focus on page 3 where the Total Operating Expenses are running \$3,853.68 below budget year to date. Steve reported that while Legal Fees and Pool Maintenance expenses are running higher than normal we are still operating within budget. Gregg Parrish asked whether the new condo documents were part of the increase in legal fees. Steve said DeBoest was at the annual meeting and did put time in on the documents. Steve asked for a motion to approve the Financial Report. Lloyd Shroyer moved and Steve Walz seconded to approve the April Financial Statements. Motion carried.
- Elevator/Assessment: Steve reported that the second elevator installment payment to ThyssenKrupp was due. However, Lloyd has contacted the elevator company and asked to push off the payment as long as possible. Steve also reported that the replacement fund was running lower because not all have paid the elevator assessment of \$3,000.00. However, most have paid a portion of the assessment.

- Lance Wilcox Contract: Steve also reported that he had received the new contract proposal from Lance Wilcox. Lance had not increased his rate since 2012. The Board is pleased with their performance and chooses to remain with Lance Wilcox for landscape and lawn care service. Dave Vieceli said that Lance has always been a great service and responded quickly during Hurricane Irma cleanup. Bob Collins reported that Lance did step up right up after the storm. Lloyd Shroyer moved and Gregg Parrish seconded to accept the new contract from Lance Wilcox. Motion Carried. Steve said he would sign off on the contract and send it off to Lance.
- Elevator Cab and Door Frames: Steve reported on the elevator cab and stainless wraps on the door frames. Sunset has received an updated quote for the cab interiors. With approval of Gulfside's bid/proposal Michelle Marker can work with them to finalize elevator finish details. Steve said that the \$6,820.00 per car amount was budgeted and the paperwork needed approved to get things officially going. The Board reviewed the proposal from Gulfside. Lloyd clarified that ThyssenKrupp was supplying the new elevator doors and this contract was for the stainless opening wraps on each floor. Lloyd also stated that Michelle would be designing the cab finishes for Gulfside to execute. Steve said the cab proposal had specified black ceilings. Michelle said that a stainless finish may be a better look. Doug Cardwell asked if the information boards would still be in the cabs. Wayne stated that from previous discussions the goal would be to reduce the in elevator information boards. This would reduce the clutter and enhance the cab environment. Bob said that there still would be room for information boards in Michele Markers interior design. Steve Walz moved that the proposal from Gulfside Elevator be approved. Gregg Parrish seconded. Motion carried. Steve said that he would go to the office of Gulfside and sign the contract.

Presidents Report:

Wayne Porter reported on the following information:

- T-Mobile Generator Payment: We are pleased that T-Mobile will be investing in half of the new generator cost and half of the maintenance expense. Sunset awaits a formal contract and payment from T-Mobile.
- Short Term Rental ordinance: The Town of Ft Myers Beach has passed a new Ordinance regarding short term rental registrations. The town is providing an opt-out option for condo associations. Lloyd attended the meeting and Todd watched the meeting video broadcast. Lloyd was pleased that the new ordinance will allow for associations like Sunset to opt out. While Lloyd said it was about money, he reported it was also about the ability to contact owners when complaints of loud parties, babies crying and other annoyances. As we know more we will be acting upon the opt-out option.
- Exterminator: Sunset lost its last pest control person so Bob has researched other options. After four proposals we have ended up with Bugs R Us and Pest Eliminators. Bob contacted the companies and gave final recommendations for Bugs R Us. Bugs will be on the property once a month to deal with exterior issues. Interior unit requests will be handled on a request basis. However, interior spraying will be handled under the contract. Bob suggested we give this new method a try and if we do not like the

method then we can change back to the old treatment method. Bugs R Us will be charging \$134.00/month for exterior grounds, office and dumpster room bug control. Steve clarified that Sunset grounds would be treated monthly and not each interior units. Bob said if any unit needed a treatment they would cover the application. Bob asked that we table the decision until after his report so he could call both potential pest control providers. The Board agreed.

Manager's Report:

Bob Collins reported on the following topics.

1. Elevators: The crew is in and they are progressing on the elevator modernization project. Several Sunset owners have volunteered their parking spots for elevator employees to locate close to the building. Other spots may be used for locating parts and materials. The pump room is also being used for tool storage. Also, the doorway headers are being renovated on each floor beginning with the main lobby. After that procedure the west elevator doors will be replaced on each floor. The West Elevator is the first lift to be renovated. All is going well so far. The ThyssenKrupp crew installed a screen between the elevator cabs to prevent any parts or tools that may fall from the west cab. The screen will prevent any damage to the east elevator or personal injury. Regarding the east elevator, it was setting on the 10th floor and not operational. Bob reset the breaker and it appears to be running well. Lloyd shared his concern about with just one elevator we need to have a backup plan when Bob is not there. Bob said we can post a sign in the lobby and in the east elevator to call these numbers. Lloyd asked is anyone else know where the breaker might be. Bob said Dave Viceli knows and Steve Walz volunteered to be a point of contact as well if Bob would instruct him.
2. AC in Elevator Room: Bob reported that the AC in the elevator room continue to operate. Bob said the unit that the inline gfi was removed is on a gfi outlet. Bob replaced the gfi cord plug with a normal plug and it remains working. Lloyd said that there is a reason for gfi corded plugs. Bob is aware that these AC units need to be operated from back-up power during an outage. Dave asked if anyone has checked with Verizon about two new ac units for the room. Verizon committed to provide new ones with their agreement. No one has talked to Verizon as of yet. Dave also said that the ac openings will need to be reworked to close them off before inspection. Bob will contact Verizon.
3. Pool: A circulating pump appears to be acting up and sounding like a problem exists. The pump may need to be replaced soon. Bob also ran new hoses for the acid and chlorinator. The pool remained in balance while the new lines were installed. An intake line is leaking but not going to be repaired as of yet.
4. Irrigation System: Dave and Donna provided a drawing of the irrigation zones for coverage. There are issues of non-coverage that need to be attended to. Bob contacted Integrity and they came out and walked the property to designate repair heads and zones. Dave also pointed out that as the utility and road improvements come to Sunset some heads will need to be swapped out to a fixed so we do not spray the roadway. Also, several heads by the gas tank area will need attention as well. Maybe 8-10 heads need adjusted so it is important for them to maintain the campus. Just a lot of

dry areas. Lloyd Shroyer asked why Sunset sprinkles in the daytime hours? Dave reported that there are 7 zones and several programs going on different days. Dave said you cannot stack programs on top of another so staggering is required. Also, the irrigation pump is attached to the manager's house and creates a noise inside. The goal is to relocate the pump and install an isolation pad. Bob will initiate a plan to fix the pump location.

5. Pool Heater: We still have one pool heater that is non-functional. Will need to get repaired before the fall cooler season. New filter discs were installed. New hand rail wraps will be ordered and installed next October.
6. Under Building Concrete: Bob is researching the color of paint to be used when repairing or patching areas. The last paint was not mixed properly and does not match. So they will darken and reapply the paint to match the older tinting. Lloyd said he would prefer a perfect match color of paint. Also, Lloyd asked regarding a polished concrete look but preferred a paint for now.
7. Manager's Unit: The siding on the Manager's unit is in need of repair. Bob will secure panels and replace the missing siding.
8. Storage Cribs: There are several cribs that need the lighting replaced. Bob will install LED lights. The goal is to have a common light through all the cribs.
9. Pavers: There is no update on the pavers. Bob has sent photos, but no action has taken place. The Board asked Bob to contact Advance to push the claim along. Advance was to respond when new trucks were on the property. Dave also asked to check on composite dumpsters.

Elevator/Generator Committee Report:

Steve Walz reported that the elevator project has begun and Bob will be sending out updates to the Board and Owners.

Steve also reported that Metro reported the generator is on order and will be a few weeks before the generator arrives. Metro will get in next week to begin the new electrical system needed for the new generator system. This is a permitted installation for Sunset. The installation is on the schedule and the project is on track.

Landscape Committee Report:

Dave and Donna Vieceli reported on the following.

- Native Tec: Dave reported that Native Tech updated drawing and submitted the concepts for Board review. The drawings were to show the contours on the property along with trash dumpster pickup location. Storm water control was also part of the overall plan. Native Tec also supplied two street view photos of Sunset with and without a fenced and gated campus. Lloyd reported that with the discussions with The Carousel, the town will not allow for any fixed structures by the street. The fencing will not pass. Dave also reported that the Carousel would not be required to keep a Trolley Stop in their site plan. Lloyd had questions regarding the south pull off. The preferred plan for Sunset is to have the south access as the exclusive dumpster pickup site. Should that not be approved then Advance will use the main entrance to access

dumpsters, then back up and proceed out the main entrance. The Board was looking for further details of the south trash entrance. Dave said he would follow up with Native Tec with other details. Steve asked if the plans have been submitted to any government agency. No, the plans have been improved without any submittal or discussion with the town. Steve asked whether we should go to the city with both plans, or just one. Go with one then possible plan B alternative discussion. Lloyd said that it looks as if the private entrance for the garbage truck could be a public entrance as well. Lloyd said we need to show the main entrance as the primary access for the owners and trash access. It may be difficult to get a private access for garbage pickup. Dave said that the access point today looks as if it may be on our water access. Possibly the garbage access will be further to the south. The telephone pole and the water lines are an obstacle for the design. Steve and Lloyd both were concerned with the gated and fenced property design. Wayne Porter added that in respect to the Carousel they were not asked by the county to have a Trolley Stop and were not approved to have any permanent structures by the road. Steve asked if we can have a barrier or swale to prevent people access from the street. Dave asked for a bullet point list from the Board so he can go back to Native Tec and refine the documents. In closing, Steve Walz moved and Lloyd Shroyer seconded to approve the \$4,350.00 invoice from Native Tec. Motion carried.

- West Coast Cabana: Steve Walz reported that he had a meeting with Mid Island Watersports regarding their willingness to maintain our beach area and offer cabana sales. The meeting ended with his view is that our property is not an income producing property because of the seasonal rental. If we were to select him then he would charge Sunset \$300-\$400 a month to cover his expenses. Lloyd reported that he met with Tony and reviewed the details of our agreement. Lloyd shared his thoughts regarding going forward with Tony. The personal issues of Tony have prevented him from living up to his obligation. The contract was to include \$750 payment last October and another \$750 this March. The first payment was to be worked out with moving the rocks at Sunset. Lloyd feels he should be held to the contract and encourage him to get moving on our requests. Lloyd said going forward with Tony should include raking of the beach 1X per week year round and not the current 2X, keep the cabanas and chairs to our standards, prepare bocce ball courts with umbrellas and should have consequences if he does not live up to the contract. Also, he would ask that he supplies trash receptacles as in the past. Lloyd felt this was a short term solution as it will be more difficult when the Carousel starts Tony will need to move his equipment. Sunset will have issues in the future regarding the beach in the future. Wayne said we need to push Tony along with taking care of our beach and move rocks when he can, schedule permitting. Gregg suggested if he can't rake then can we help him out, insurance permitting. Doug Cardwell added that the 2X per week was instituted when the beach was in dire need of attention. With the current condition 1X would be fine. Doug said with the rainy season they need to keep an eye on the vegetation. Steve closed by saying Tony is not the best option, he is the only option. Steve Walz moved and Gregg Parrish seconded to retain West Coast Cabanas as the beach service company for Sunset. Motion carried. Dave will continue to work with Tony to begin the rock moving to the approved location.

In the future Sunset may need to share equipment with neighboring associations. But for now Tony is our beach service contractor.

Presidents Report, continued:

Bob Collins reported on the following information:

- Exterminator: Bob contacted both Bugs R Us and Pest Eliminators regarding their proposed services. After conversations with each supplier, Bob was more comfortable with Bugs R Us. Bugs R Us would service Sunset 1X per month at \$134.00. This would take care of the base of the building, trash room and all exterior areas. Units would be taken care of upon request. Bob said that Bugs R Us would change to another plan upon request. Steve Walz moved and Wayne Porter seconded to accept the proposal from Bugs R Us. Motion carried.

Architectural Committee:

The Lobby Refresh project was discussed.

- The Board discussed the details of the Lobby refresh project. Lloyd reminded the group that we had discussed dry walling the ceiling and provide access points and LED lighting. The access points would be for a radio and other access item. Bob will ask Victor to quote on the sheetrock installation for the ceiling and ask Michelle what type of lighting she would prefer. Also, Bob was going to widen the doorways as best he could. Lloyd said that if we eliminate the tile on the wall we would experience a considerable savings and we could come back later to accomplish. The budget number for the lobby was set at \$12,000.00. The Gulfside agreement was separate from the lobby budget. Michelle Marker had provided excellent samples of surface, paint and fabric materials. Lloyd asked that we discuss and move forward on the AC for the lobby and Bob's back office. Gregg said you can install fan coils in the two areas and place the condenser outside. Bob is to work with Gregg for AC details and secure quotes. The Board agreed that we need to finish details so we can move forward and complete before the fall crowd returns. While the Board is comfortable with a \$15,000.00 budget they chose not to take action at this time.

Old Business:

- No old business was brought before the Board.

New Business:

- Steve Walz reported that Marilyn Henkel is selling her unit and we have an application and the \$100.00 fee for the application of the new owners (Baily and Kelly) of unit #804. Wayne Porter moved and Steve Walz seconded to approve the owner application for unit #804. Motion carried.

Owner Comments:

- Steve Walz, unit # 400 asked if the pool fence vibration could be taken care of. The vibration is annoying. Bob said the pickets appear to be tight. Bob did install new

brackets for the safety arms that hang on the fence. Lloyd added new screws last year but may need checked again.

- Donna Vieceli, unit #405 wished to correct the minutes as Diane and David were thanked for the landscaping where it should have been Donna and Dave. Wayne said he would correct the minutes.
- Doug Cardwell, unit #404 reported that one of the units were installing a new dryer that has a safety shut off switch. If the temperature exceeds a certain amount then the unit will shut down. This is a good safety feature.
- Steve Walz, unit # 400 asked why the annual meeting was held in February. He was asking for another unit owner. The condo document would control the specific day of the annual meeting.
- Dave Vieceli, unit #405 asked when the last document meeting was held. He was at the annual meeting when details were discussed but was unaware of any other meeting. Wayne reported that there was a posted meeting date of April 12, 2018. Bob said he posted for the meeting but would check the bulletin board to see if it remains under other meetings. Dave asked if the meeting details was emailed to owners. The meeting was not emailed to owners. Wayne clarified that the minutes of that meeting were distributed to the Board members for edits. There has not been a formal electronic vote to approve and post the minutes. Dave did not see the meeting posting but Bob said that he had it on the board. Dave recognized that emailing the owners is not required it just would have been nice to know.

Vice President Wayne Porter concluded the Sunset Board Meeting and reminded the Board of the May 24, 2018 Document meeting.

With no further topics to be brought before the Board, Steve Walz moved and Lloyd Shroyer 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 June 27, 2018 at 9:00 a.m.