

# SUNSET INC.

Annual Meeting  
February 20, 2019 10:00 a.m.  
Charlie's Boathouse Grill

Todd Dawson called the Sunset Annual Meeting to order and thanked everyone for their attendance. Todd asked if all proxies are turned in for tabulation and then closed the collection of proxies. Marie Deme then moved to allow the present board to conduct the annual meeting. Lynn Taylor seconded the motion. Motion carried. Members of the Board present were Todd Dawson - President and Steve Walz - Treasurer. Others in attendance to assist in the meeting were Reggie Perkins - Sunset Inc. Accountant and Robert Collins - Sunset Maintenance Manager. The meeting was being recorded.

Todd Dawson reported that the Teller Committee of Cheryl Walz, Patsy Daniel, and Jean Albinger were busy tabulating the 2019 Annual Meeting Proxy will report on their results later in the meeting. Todd Dawson presented the Affidavit of Mailing and Posting Notice to Members. This document was signed and notarized and is to become a part of the Annual Meeting record.

Todd Dawson determined that a quorum existed, by either owners present or by proxy, and that the Board may perform the Annual Meeting.

Todd Dawson asked for a motion to approve the minutes of the February 21, 2018 Annual meeting. Phil Buccelli moved and Lynn Taylor seconded to approve the Minutes. Motion carried.

Todd Dawson introduced the individuals at the head table. Members of the Board present were Todd Dawson - President and Steve Walz - Treasurer. Others in attendance to assist in the meeting were Reggie Perkins - Sunset Inc. Accountant and Robert Collins - Sunset Maintenance Manager.

Todd Dawson then called for the committee reports.

## Audit Committee

- Jean Albinger, Jack McGuirk, and Doug Daniel served on the Audit Committee with Treasurer Steve Walz present for the 2018 financial review. The audit review took place on February 8, 2019. The audit committee presented a letter to Todd Dawson attesting to their review and approval of Sunset Financial Statements. The audit committee also confirmed that a CPA Audit would not be necessary, saving Sunset Inc. around \$5,000.00.

The Audit Committee made several recommendations to the Board and Treasurer

which were appreciated and will be taken into consideration. Specifically, the Audit Committee suggested that:

- Monthly financials circulated to the Board should include a listing of the checks written during the month. Steve Walz reported that the Board has seen complete financials in the past but that we will make it a regular practice.
- Building Manager Bob Collins should save his individual receipts from his credit card purchases for later review. Steve Walz and Bob Collins reported that he typically saves such receipts but that in the past they have not been reviewed relative to the bill.
- The Board should consider the annual cost of living increase as calculated by the Social Security Administration when considering pay raises for the building manager. Todd Dawson reported the Board will take this under advisement.
- Year-end financials should be available at the Annual Meeting. Steve Walz reported that year end financials were typically made available and several copies were made available today.

### Treasurer's Report

Steve Walz presented the Financial Statements for December 31, 2018. The Operating Fund ended with a balance of \$\_\_\_\_\_ and the Replacement Fund at \$114,651.63. The 2018 operational expenditures of Sunset actually ended \$2,678.9 below budget. Sunset is pleased to end the year with excess revenues over expenses.

### Manager's Report:

Bob Collins reported on the following topics:

- Bob reported there are a few odds and ends to button up but in general all of the renovations are complete and from comments he has heard owners and renters are all very impressed and happy with the renovations.
- There is a small communication error in the elevators but they are aware of it and the elevators are working correctly and safely.
- Garbage is being moved to the front of the building for pick up and that is working well. The dumpsters for the recycling have been fitted for the tug and moved to the front as well.
- Once Estero is completed we will look at making a more permanent area for the dumpsters up front which may include a fence.
- Summer projects are to remodeling the two outside bathrooms as they need repair as well as the grill area.
- Pool Heaters are working well and hopefully will through the season.
- Roof and elevator equipment room are looking good.
- An owner requested the bumper numbers be repainted and Bob will look at that and repaint numbers as necessary.

- Todd Dawson reported that the Board is using a new method to track projects and will publish the list when a secure portion of the website is completed. In this way we can track projects.
- A question was asked about what is ran by the generator. Bob reported that it runs the two elevators, fire panel, the stairway lighting, some parking lot lighting and the office. Basically, the generator runs emergency lighting and the elevators. It does not run anything in the individual units.

### Landscaping Committee:

Donna and Dave Vieceli reported on the following topics:

- All revisions and upgrades have been completed for the year and the grounds and committee are in a maintenance mode.
- There is no estimate of when the Estero project will begin or finish in front of Sunset. However, when they do reach us we have been told that they will stack the pavers they tear out for us.
- Steve Walz noted that the Estero project is in our reserve project list for the year. Dave Vieceli reported that given the lack of project on the road project it is not likely we will spend that money this year and possibly not even until 2021.

### Social Committee

Steve Walz reported for Cheryl Walz (who was counting in the back of the room).

- Steve reported that the ABC (Appetizer, Beverages, and Conversation) party in the Tiki huts in October was well attended.
- The New Years Eve ABC party was not as well attended.
- The Welcome Back Party was cancelled due to weather.
- We are now collecting donations at each party to help pay for the expenses as it is no longer appropriate to use Association funds according to our accountant.
- There is a question of whether it makes sense to have parties for renters and are owners still willing to participate.
- Additional volunteers are being sought to help lead or host a party as Cheryl Walz and Patsy Daniel (Current Committee Chair) do not desire to have responsibility for all of the party planning.

### President's Report:

Todd Dawson reminded everyone to read the minutes to keep updated. Completed projects that were accomplished this past year:

- New condo docs were approved
- Elevator modernization was accomplished
- Lobby remodeled
- Elevator cabs were updated

- New generator and transfer switch were installed
- Our insurance deductible as reduced to 1%
- New beach vendor contract for chairs and raking
- Fire panel replaced

Todd reported that he has been in contact with the owners of the Carousel and that they will breaking ground in the summer.

#### Future projects for the year

- Paver repair, cleaning and sealing will take place in May. Lloyd Shroyer has received and analyzed several quotes which the Board will review and vote on to get the project done this year.
- T-Mobile will likely be starting this summer and will pay us the \$36,000
- We are looking at upgrading our website to include a secure owner portal and we will be able to post financials and other such information to continue to increase the transparency.
- The website will also be updated to include a page that lists units that can be rented along with a contact number. Todd Dawson will send out an email and if owners want to opt in their unit number and contact information will be placed on the web so that potential renters can more easily contact an owner. Signage will be placed on office door or other appropriate information to direct potential renters to that website tab.
- The new parking regulations were discussed. Parking hang tags were distributed to those in attendance. Bob has additional hang tags and will distribute the remaining tags to the units. Our new rules limit renters or guests to one additional car. A towing company has been contacted to provide towing services should we have violators. Those in attendance were asked for patience as we work through the details and logistics of parking hang tags and limitations.
- A question was asked about how to limit the number of extra guests in March and April as per the rules.

Todd Dawson also mentioned the owners lost over the last few years including Marilyn Henkel, Jo Balik, in 2018 and most recently Anne Freeman in 2019. They will be missed at Sunset.

Todd Dawson welcomed new owners Mark and Diane Hilton (904), Gerald and Marcia Bailey and co-owners Richard and Agelia Kelly (804) and soon to be Emidio and Carrol Carrico in 203. Sunset welcomes the new owners and look forward to meeting them!

Todd Dawson reported that as there were only three owners that applied for the three open board seats that no election was required this year. The Board for 2019 is:

Todd Dawson – President (2019)  
 Mark Bishopp – Vice President – (2020)  
 Lloyd Shroyer – Secretary – (2019)  
 Steve Walz – Treasurer – (2020)

Gregg Parish – Member (2019)

The Teller Committee presented its tallying of the Proxy voting:

1. Board recommends waiving the statutory reserve requirement for 2018: 39 in favor, 0 opposed. Approved.
2. Board recommends applying the use of any 2019 excess assessments toward future assessments: 39 in favor, 0 opposed. Approved.
3. Board recommends waiving the CPA Audit of 2019 financial statements: 34 in favor, 5 opposed. Approved.

New Business:

- Jean Albinger asked if a timer could be put on the beach side light. Todd Dawson said that item would be brought up at the next board meeting.
- Jack McGuirk mentioned that Sandarac wants to play Sunset and he will arrange.

Old Business:

No old business was brought before the meeting.

Owner Comments:

- Anne Adare complimented the Board and Bob for all of the work accomplished this year and for the frequent communications with the owners.

With no further topics to be brought the hour Annual Meeting, Pat McGuirk moved and Dave Vieceli seconded to adjourn the meeting. Motion carried.

Respectfully Submitted,

***Lloyd Shroyer***

Lloyd Shroyer

Secretary

The next scheduled Annual Meeting of Sunset will be held on February 19, 2020 at 10:00 a.m.