

# SUNSET INC.

Board of Directors Meeting  
February 26, 2020 9:00 a.m.

Todd Dawson called the meeting to order. Lloyd Shroyer called the role. Mark Bishopp and Lloyd Shroyer attended by phone. Todd Dawson, Steve Walz, and Bob Collins were in the office. Jonathan Stoner was unavailable. Owners Anne Adare, Marie Deme, and Doug Daniel were present in the office.

Todd Dawson confirmed that proper notice was posted on February 24th, 2020 and was forwarded via email as a courtesy to the owners. The meeting is also being recorded.

## Confirmation of a Quorum:

- Todd Dawson confirmed that the quorum requirements were satisfied, and the meeting can be held.

## Secretary's Report

- The minutes from the January 30<sup>th</sup>, 2020 meeting were not available at the time. They will be provided in the board packet for the March meeting.

## Treasurers Report

- Steve Walz reviewed the January financials.
  - Yard maintenance is over budget due to the sand project where we brought in sand to the beach. However that expense should have been captured in the reserve budget and not the operating budget. Steve and our accountant are making the adjustment.
  - Thyssenkrup bills during the month due to a few issues on the number 1 elevator were higher than normal. One of which was expected as the elevator stopped operating over the weekend and since we were in high season, we had it repaired over the weekend which costs more.
  - Mark Bishopp moved to approve the January financials as submitted. Todd Dawson seconded the motion and the motion carried.
- Steve Walz met with three owners who formed the audit committee. Sunset thanks owners Doug Daniel, Lori Frey, and Jan Dawson for volunteering to help out the association by giving your time to form the audit committee. The audit committee had a few recommendations for going forward. The audit committee suggested to:
  - Look at replacing our conference call provider as it costs Sunset about \$1,800 last year. Todd Dawson signed Sunset up with "Free Conference" calling on the web and we are trying the new system out during the meeting.

- Get rid of the petty cash account. Steve has talked with Bob and they agree that we can get rid of the petty cash and Bob will just use his Sunset credit card instead of paying cash.
- Keep “one off” billings that we get during the year in a monthly file and not yearly which will make the audit more efficient. Steve will start that this year as well.
- Provide the audit committee an actual check register from our accountant which will make the audits more efficient. Typically, we provide the committee with the general ledger which includes all of the payments, however, looking at the check register will be much easier in the future.
- Steve did mention that if the audit committee is a great way for people to commit just a few hours to Sunset before the annual meeting and in return they will get a better understanding of the operation and finances of Sunset.

### Presidents Report:

- The Annual Meeting was held on February 19<sup>th</sup>, 2019. The meeting was well attended. Todd Dawson wants to extend his thanks to Jack and Pat McGuirk who served double duty as the official greeters as well as the counters! The minutes of that meeting will be reported separately but a few items need follow up.
  - An owner asked where we stand on the roof warranty. We will look at that. Owners should be aware that our roof is frequently inspected, and any suggested repairs are made right away.
  - The Board was asked to send out a reminder to owners about the use of parking tags during the months of March and April, which was done. A copy was sent to known realtors that rent to Sunset.
  - It was requested that we make up a sign and put it on the office door directing people to our website rental page. Bob is in the process of getting a nice sign made.
  - A few months ago we had Bob make a survey of all the units to check the existence of adequate door sweeps on the outer door, an automatic shutoff on the AC for excess water, and metal mesh hoses on the washer. It was discussed at the meeting that we would be writing all owners with deficiencies on those three items, and instructing them to repair the items or alternatively Sunset will have them repaired for a cost and bill the owners. The owners in attendance thought the idea was very good and should help hold down some of our costs related to water damage.
  - It was also suggested that since the entire building will be wireless could we look into getting water sensors and putting them in every unit by the washer/air conditioner area. We will be looking into that and getting quotes.
  - An owner asked about cleaning our dryer vents. Bob Collins will have American Vent come out and give the Association a quote to clean the vents from the entire building to help reduce the risk of fire.

- Cable and Internet. Todd Dawson has been in contact with Century Link and DirectVue regarding the installation of the internet and Direct TV. All is moving along as of this meeting on schedule. We did confirm that the internet modem will be placed on the wall in the living room by the cable outlet or alternatively in the master bedroom by the cable outlet.
- We finalized the discussion with AT&T (Direct TV). They will be providing the 160 channel Entertainment package, HBO and Cinemax, to all our units at a bulk price. In addition, we will have the 2020 NFL package. Each unit will have one receiver with whole house DVR. Each unit will have a wireless bridge and two wireless receivers which will allow the tv signal to be transmitted wirelessly to the other two TVs where ever they are located. Final pricing is as follows for Direct TV.
  - \$28 per unit the Entertainment package including HBO and Cinemax, DVR receiver (additional \$5 charge waived), wireless bridge (\$50 onetime per unit fee waived), wireless receivers (\$3.25 x2 per unit), 2020 NFL package (free).
  - After discussion Steve Walz made a motion to accept and move forward with the contract as outlined for DirectTV. Lloyd Shroyer seconded the motion and the motion carried.
  - Bob and Todd will work on postings for the lobby about timing when available.
- We were late at renewing our Short-Term Rental Op Out which cost us an extra \$50 but we did get our opt out renewed and updated our website with the renewal information. Bob Collins and Todd Dawson will calendar it for renewal on December 1 each year.

### Manager's Report:

- The Board requested that Bob begin using his spreadsheet again to track his projects like we were using in the past. Steve will work with Bob to update the spreadsheet and begin using it again.

### Landscape Committee Report

- Donna Vecili was not present and no report was provided. The Estero project is nearing our planting beds and the lights and signs have been removed. The Board asked Bob to get some solar lights to provide a little lighting for people pulling into our driveway while it is torn up.

### Social Committee Reports:

- The Social Chairpersons were not present.

### Old Business

- Stairway pans/painting project. Bob will get a new quote on painting the stairways which will include blasting or removing the existing rust. Lloyd Shroyer and Todd

Dawson will work with the engineer to get approval for an alternative approach to supporting the pans of concern.

- T-Mobile: The courts have approved the T-Mobile and Sprint merger, but we have not received any word from our contact for the project. Todd Dawson will continue to reach out to him to get an update.

### New Business:

- Steve Walz asked if we have been contacted by the city about the possibility of running natural gas to Sunset. We have not. Bob will reach out and tell them we would be interested in running lines to support our grills and generator. Potentially we could switch our pool heaters as well when they need replaced if determined to be more cost effective at that time.
- We have been asked to look into resurfacing our shuffle board court as it sinks to one side. Bob will look into resurfacing our shuffle board court and will also look into the costs of building a bocci court next to the shuffle board court as well.

### Owner Comments:

- Anne Adaire commented that when we get ready to do work on our landscaping she has a horticulture and landscaping design background and would be very happy to work with us to develop the plans.

With no further topics to be brought before the Board, Todd Dawson moved, and Lloyd Shroyer seconded a motion to adjourn the meeting. Motion carried.

Respectfully Submitted,

*Lloyd Shroyer*

Lloyd Shroyer, Sunset Secretary

The next Board Meeting is tentatively scheduled for Thursday March 26, 2020 at 9:00 a.m.