

SUNSET INC.

Board of Directors Meeting
December 31, 2020 9:00 a.m.

Todd Dawson called the meeting to order. Lloyd Shroyer called the role. Lloyd Shroyer attended the meeting in the Sunset office. Mark Bishopp, Todd Dawson and Steve Walz attended by phone. Bob Collins was not available. Board member Jonathan Stoner was not available. No owners were present in the office.

Todd Dawson confirmed that proper notice was posted on December 27, 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 with four of the five board members present the quorum requirements were satisfied, and the meeting can be held.

Secretary's Report

- The minutes from the December 3, 2020 were reviewed. No corrections were suggested. Mark Bishopp moved to accept the minutes as submitted, Steve Walz seconded the motion and the motion carried. The approved minutes will be posted to Sunset's webpage.

Treasurers Report

- Steve Walz provided a review of the November financials for Sunset.
 - The Operating fund is running very close to budget for the month and year. While we are within 1% of budget it should be noted that our insurance costs are over budget by around \$14,000. We expect that trend to continue into 2021 and have budgeted accordingly.
 - The Replacement fund we are under our budgeted spend for the year as other than the stairway no major projects have been undertaken to help build up the reserve.
- With no questions, Mark Bishopp moved to accept the November financials. Lloyd Shroyer seconded the motion and the motion carried.
- Steve Walz will be reaching out to owners to volunteer for the audit committee and is trying to get newer owners engaged. Participating in the audit committee is great way for owners to get a look at the operations of Sunset and only takes a few hours of their time.

Presidents Report:

- Annual Meeting discussion:
 - The First Notice of the Annual Meeting was emailed to all owners and we are awaiting notice from any owner interested in running for election to the board. We need to receive notice by January 8, 2021.
 - Steve Walz, Mark Bishopp, and Jonathan Stoner all have indicated their willingness to run again for the board.
- Fire Inspection Progress: Todd Dawson asked Bob Collins to provide an update on the progress toward remediation of the issues identified in our most recent fire inspection.

Manager's Report:

- Bob was unavailable at the last minute to attend the meeting.

Landscape Committee Report

- Lloyd Shroyer has been working with the Landscape Committee and provided a brief report:
 - The Landscape Committee met with Karras landscaping company. Karras' have the ability to provide all of the services we need from mowing, to fertilizing, sprinkler repair, planting and generally maintaining Sunset's landscaping. Karras will be providing Sunset with a quote to discuss at a later meeting.
 - On the Estero project, now that sidewalks are in and the roadwork is done in front of Sunset the Landscaping committee was asked to get quotes on several options for our area along Estero to present low, medium and high options. Along with beautification, concern has been expressed about an increased number of people crossing our property to get to the beach so any improvement we do along Estero will take that problem in to account.
 - Karras will be providing a quote to plant an attractive hedge row.
 - Landscaping is also working with contractors and landscapers to bid on fencing and/or plantings for our property.
 - Landscaping is also working with our paver contractor to see if we can expand our parking lot on the North and South along Estero. The purpose would be to create a better spot for our dumpsters and also gain a few extra visitor parking spots. Steve Walz suggested that while we are looking at doing some paver work we should have them quote on re-installing our "right-turn" arrow that we lost in the Estero project.

Social Committee Reports:

- We are still looking for Social Chairs for the coming year. COVID is putting a damper on any of our normal parties.

Old Business

- Dumpster Room Doors: We received two quotes on the replacement of the doors and frames and the installation of automatic closers as required by the fire department. Lloyd Shroyer will work with Bob Collins to ensure the quotes contain all of the elements needed and present and apple-to-apple comparison. As Bob wasn't available for the meeting due to an emergency, we will schedule another properly noticed special meeting for the purpose of discussing the quotes.
- Pump room wall plans: We are still awaiting approval of our plans from the fire department and a quote from a vendor for the building of the wall with a fire door.
- Entry Door System. We made the initial down payment for the new system. Apparently, our main contact at Innovative contracted COVID and we are also experiencing delay on parts. As soon as the parts come in the contractor is prepared to begin installation.
- VoIP phones. We need to check with Bob on the status.

New Business:

- Extra Table by Grill: We received a suggestion to add an extra table by our grilling area. We expect a relatively full building this season and with the COVID situation we expect more people to be eating in which makes the grilling and seating area a bit crowded. The board asked and Lloyd Shroyer volunteered to find a matching table and obtain a quote. It is anticipated that a table and seating matching what we currently have is around \$1,200.
- A question was asked if we could get an outdoor decorating crew hired during the holidays to decorate the property. While the volunteers do a good job, it is obvious that the number of volunteers is getting smaller. The board would entertain a quote if a company can be found.

Owner Comments:

- No owners were present.

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 January 28, 2021 at 9:00 a.m.